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**RULES**  
**OF THE**  
**BOARD OF EDUCATION**  
**OF THE**  
**CITY OF CHICAGO**



# RULES

OF THE

# BOARD OF EDUCATION

OF THE CITY OF CHICAGO

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CODIFIED BY

GEORGE C. PRESTON,

OF THE CHICAGO BAR.

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UNDER THE DIRECTION OF

GRAHAM H. HARRIS,

PRESIDENT OF THE BOARD OF EDUCATION.

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MARCH, 1904.

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1904

IN EXCHANGE  
*Univ. of Chicago*  
JAN 11 1915



# PREFACE.

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When I became a member of the Board in 1897, I was handed a small pamphlet entitled "Rules and Regulations of the Board of Education of the City of Chicago." As far as I have been able to learn, this meager volume is the only printed copy of the rules and regulations of the Board of Education which ever existed. Since I have been a member of the Board, numerous efforts have been made to prepare and have adopted a new set of rules; for years a committee on rules existed, and although it did a great deal of work, nothing was ever accomplished.

During my term as President from 1898 to 1902, I repeatedly felt the need of a set of rules to govern the Board in its actions, and to advise the public as well as our seven thousand employes of just what the rules were. During Mr. Cooley's incumbency as Superintendent, a great many ordinances have been passed affecting the educational department. These are scattered throughout the Proceedings of the Board, and no collection of them has been made.

It is clear that no set of rules could be devised better than those which have been gradually evolved by the necessities of the occasions as they arose. Therefore, I sent the following communication to the Board of Education:

"CHICAGO, OCTOBER 5, 1903.

BOARD OF EDUCATION, CITY OF CHICAGO.

*Ladies and Gentlemen:*—On January 7th, 1903, the Board passed an order directing the various heads of departments to transmit to the Secretary all new rules and resolutions passed by the Board relating to their respective departments. These were referred to the Attorney of the Board, and are now before you in the shape of a disorderly arrangement, covering 36 pages of type-written matter relating to the business departments, and 50 pages relating to the educational departments.

Mr. Shannon states that they are arranged in as orderly a manner as possible without actually codifying them. In many cases rules conflict, and there should be a complete codification of the rules.

I suggest, therefore, that the President, with the assistance of the Superintendent, be instructed to have a codification of the rules prepared at the earliest possible moment. I think if this is done I can have them on your desks within twenty or thirty days.

Yours respectfully,

GRAHAM H. HARRIS, President."

This recommendation was concurred in by the Board of Education. About five months have elapsed since the passage of the resolution and the placing of this volume upon your desks. Investigation developed that the

labor was much greater than I anticipated, involving search through all of the Proceedings for ten or fifteen years. I believe, however, that the work has been well done, and that this book will form the foundation upon which to build in future. That which in my judgment is of the most importance is the adoption of a system for keeping up to date with our rules, rendering them readily accessible both to the public and to our employes.

I take this occasion of tendering my thanks and also those of my colleagues on the Board, to the Superintendent of Schools and the Secretary, upon whom has fallen much of the labor in collecting the material, and Mr. George C. Preston, who has, under my direction, ably executed the collection, codification and indexing of the rules.

GRAHAM H. HARRIS, President.

Chicago, March 9, 1904.



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# EXECUTIVE DEPARTMENT.

## BOARD OF EDUCATION.

**SECTION 1. OFFICERS, ELECTION AND REMOVAL.]** The officers of the Board of Education in the City of Chicago shall be a President, a Vice President, and a Secretary, who shall, unless sooner removed, respectively hold their offices for one year and until their successors shall be elected and qualified. These officers, except the Secretary, shall be elected by ballot, at the second regular meeting in the month of July of each year, or as soon thereafter as may be practicable, and none of them shall be considered elected unless he shall have received the votes of a majority of the entire Board. Any or all of them may be removed at any time, by a majority vote of the entire Board. The Secretary of the Board shall be elected by ballot, at the second regular meeting in the month of June, each year, or as soon thereafter as may be practicable, and shall not be considered elected unless he shall receive the votes of a majority of the entire Board.

**SEC. 2. REGULAR MEETINGS.]** The regular meetings of the Board shall be held at the rooms of the Board on alternate Wednesday evenings, commencing with the first Wednesday in the month of January, 1904, at eight o'clock. In all cases, when the regular meeting of the Board as herein provided would fall upon a holiday, then such regular meeting shall be held on the Tuesday evening preceding such holiday, unless otherwise specially ordered.

**SEC. 3. SPECIAL MEETINGS.]** The President of the Board, or any five members, may at any time call a special meeting, to be held at the rooms of the Board, for the transaction of any business. Timely notice in writing of the proposed meeting shall be sent to all members of the Board.

### THE PRESIDENT.

**SEC. 4. GENERAL DUTIES.]** The President shall preside at all meetings of the Board at which he shall be present, and he shall perform such other duties as usually pertain to his office or as may be enjoined upon him by the Board. He shall be, ex-officio, a member of each general standing committee.

### THE VICE PRESIDENT.

**SEC. 5. GENERAL DUTIES.]** The Vice President shall preside at all meetings of the Board at which he shall be present, and from

which the President shall be absent, and he shall perform such other duties as may be enjoined upon him by the Board. In case of the absence or disability of the President, or if there be a vacancy in the office of the President, all the powers and duties of that office shall temporarily devolve upon the Vice President, who shall continue to exercise such powers and duties until they shall be resumed by the President or until the vacancy shall be filled by the election and qualification of a President.

### THE SECRETARY.

**SEC. 6. SHALL KEEP RECORDS.]** The Secretary shall have a general supervision of the books of record ordered kept by the Board, shall sign the records, shall prepare the copy thereof for the printer, in the shortest possible time, and send printed copies thereof to the members of the Board. He shall keep a record of all teachers of the Chicago public schools, showing the date of the award of their certificates to teach, the date of the election, appointment, assignment, resignation, suspension, dismissal or death, the transfer from one school to another, leaves of absence and return after leaves of absence, and all changes in the names of teachers by reason of marriage since their election. The Superintendent of schools and the Assistant Superintendent of schools are instructed promptly to acquaint the Secretary of the Board with the dates of all assignments, transfers, resignations, leaves of absence, change in name, etc., in order that a complete record may be kept for the use of the Board. He shall carefully examine and sign all pay rolls for the teachers and employes of the Board, and he shall, in connection with the teachers' pay rolls, take the time rolls of the principals and prepare therefrom formal pay rolls, and insert the proper amounts.

**SEC. 7. TO GIVE NOTICE, AND KEEP MINUTES.]** He shall send in due time, to all members of the Board, notices of meetings of the Board, and to members of the committees, notices of meetings of their respective committees, and shall notify the President of all meetings of the committees. He shall see that a complete record of all the proceedings of all standing committees is kept, record the



names of members present, the action taken on matters presented to the committee, whether favorable or unfavorable, upon whose motion and by whom seconded, except in case of a committee consisting of three members, when only two members are present, in which case only the mover of the adoption of the matter presented is to be recorded. He shall furnish such information from books and papers in his custody as may be desired by any committee member or officer of the Board.

**SEC. 8. SHALL COLLECT RENTS.]** He shall collect all rents of school fund lands, and interest on school fund principal.

**SEC. 9. DEPOSIT MONEY WITH THE CITY TREASURER.]** He shall deposit with the City Treasurer all moneys received by him from the rents of school property and for interest on loans or investments of the school fund, or any other source, on the day of the receipt thereof by him, when practicable, or on the next succeeding day when the office of the City Treasurer shall be open for business.

**SEC. 10. REPORT CONDITION OF FUNDS.]** He shall report on the first day of each month to the President of the Board the condition of the school fund derivable from all sources, the names of all delinquents in the payment of ground rents, with the amount of their delinquencies. This report shall be presented to the Committee on Finance, and, when approved by said committee, shall be by them presented to the Board at its next regular meeting, and entered upon its minutes.

**SEC. 11. TO GIVE ASSESSOR NOTICE OF PROPERTY.]** He shall annually, not later than the first day of May, serve or cause to be served on the Board of Assessors of the district in which any property belonging to the school fund or school tax fund, is situated, a particular description of such property.

**SEC. 12. DUTIES AS TO ASSESSMENTS AND TAXES.]** He shall annually examine the books of the several assessors, and see that all property is correctly and legally entered on said books before their return by the said assessors to the office of the County Clerk. He shall see that all taxes and assessments payable by lessees of School Fund property under or by virtue of any covenant in the said leases are paid in due season.

**SEC. 13. SIGN WARRANTS, GENERAL DUTIES, ASSISTANT SECRETARY.]** He shall sign all warrants drawn by order of the Board of Education, and he shall present to

the Mayor and to the City Comptroller, for countersigning, all warrants for the payment of teachers' salaries, and shall perform such other duties as usually pertain to the office of Secretary, or as may be enjoined upon him by the Board, provided, however, that in the absence or disability of the Secretary to perform the duties of his office, then such duties shall be performed by the Assistant Secretary during the absence or disability of the Secretary.

**SEC. 14. BONDS OF SECRETARY AND ASSISTANT SECRETARY.]** He shall furnish annually, within ten days after his election, a satisfactory bond, to be approved by the Board, in the sum of seventy-five thousand dollars, conditioned for the faithful performance of his duties. The Assistant Secretary shall annually, within ten days after his election, furnish a satisfactory bond, to be approved by the Board, in the sum of ten thousand dollars, conditioned for the faithful performance of his duties.

### COMMITTEES.

**SEC. 15. STANDING COMMITTEES, APPOINTMENT AND MEMBERSHIP.]** The Standing Committees of the Board shall be appointed by the President, subject to the approval of the Board, as soon as practicable after his election, and there shall be three general committees, as follows:

(1) A Committee on School Management, consisting of ten members, six members to constitute a quorum for the transaction of business;

(2) A Committee on Buildings and Grounds, consisting of ten members;

(3) A Committee on Finance, consisting of nine members; also, School Committees of the seven school districts of the city, consisting of three members for each district, who shall be committees for the schools for said district.

All Committees shall enter upon their duties immediately upon their appointment.

**SEC. 16. MAY ACT WITHOUT A REFERENCE.]** Any committee of the Board, may, as it shall deem advisable, consider any matters coming within the scope of its duties, and advise the Board concerning such matters without waiting to have them brought to its attention through a reference from the Board.

**SEC. 17. COMMITTEE REPORTS CONTEMPLATING EXPENDITURES.]** All reports which contemplate the expenditure of money, shall, after they have passed the re-



spective committees and before they are presented to the Board, be sent to the Committee on Finance and to the Auditor, who shall endorse on the report as to whether there is sufficient money to the credit of the fund to pay for the purchase recommended in the report.

**SEC. 18. REPORTS FIXING SALARIES OF TEACHERS.]** All reports of various Committees which change the grading of teachers, or fix the salaries of the same, shall state the salary previously paid and that to be paid, under the new grading, as contemplated by the report; and where the salary only is named, whether such salary is an increase or decrease from the amount previously paid the same individual.

### **COMMITTEE ON SCHOOL MANAGEMENT.**

**SEC. 19. GENERAL DUTIES.]** The Committee on School Management shall exercise a general supervision over all schools which are under the control of the Board of Education, with special reference to the discipline, instruction and school work therein. It shall be particularly the duty of this Committee, except as otherwise provided, to have the general direction of the school employes engaged in the supervision and instruction in the schools; to suggest changes as may be necessary in the course of study pursued and the text-books used therein; to attend to the purchase of physical and scientific apparatus, manual training tools and machinery, maps, globes, etc., as may be required, as well as all books and educational supplies; to take charge of the making for manual training schools and kindergartens of all such repairs, additions, alterations and improvements as may be peculiar to said schools, and not of the ordinary character required in other schools; to take charge of the examination of all candidates for positions as teachers; to make recommendations for certificates and appointments from the successful candidates; to exercise a general supervision over all special funds under the control of the Board; to purchase from such funds reference books, apparatus or text-books needed, and to purchase and distribute Foster medals and diplomas, and such other medals and prizes as may be ordered by the Board; to attend to the maintenance and use of school libraries, and the drawing by teachers and pupils of books from the Chicago Public Library; to exercise a general supervision over such affairs of the Board as involve legal questions, and to ad-

vise the Board from time to time concerning the Board's legal duties, obligations and relations.

**SEC. 20. TO ESTABLISH DISTRICTS AND APPORTION PUPILS.]** They shall endeavor to arrange and maintain subdivisions of the city into appropriate school districts, and such apportionment of the pupils as will properly accommodate the entire school population, taking the Superintendent's office as the center; each district is to be under the supervision of a district superintendent, as will hereafter be defined.

**SEC. 21. ENFORCING ATTENDANCE.]** The Committee shall advise the Board from time to time concerning measures desirable in its judgment to promote the proper attendance of children of school age in the public schools; shall attend to the enforcement of all provisions of law or orders of the Board designed to secure such attendance, and shall recommend to the Board the appointment of such officers as may be necessary for the proper enforcement of the laws of the State and the rules of the Board in regard to school attendance.

**SEC. 22. MEETINGS, REGULAR AND SPECIAL.]** The Committee shall meet previous to each meeting of the Board, and at such other times as the Committee deems proper for the transaction of general business, and to consider any case that may be brought to its attention of Superintendents, special teachers, principals, or other teachers, whose work for any reason is unsatisfactory. If there appear sufficient cause therefor, it shall inform such teachers of the dissatisfaction with their work, and unless a commendable improvement shall have been made by the first meeting in May thereafter, it shall inform such teachers that they will not be recommended for re-election.

**SEC. 23. REPORTS ON EFFICIENCY OF TEACHERS.]** It shall be the duty of the Committee, at least thirty days preceding the time of the annual election of teachers, to report to the members of the Board, in confidence, all cases brought to its attention during the year of unsatisfactory work on the part of teachers, and the action taken by the Committee in each case.

**SEC. 24. DUTIES AS TO SALARIES OF EMPLOYES.]** They shall advise the Board from time to time, concerning the salaries of the Superintendent, assistant superintendents, district superintendents, supervisors and special

teachers, and the salaries of teachers in the schools. It shall be the duty of this Committee to report to the Board, at its first meeting in January in each and every year, its recommendations as to the amounts at which the respective salaries of the superintendents, supervisors, principals, teachers, and special teachers, should be fixed for the ensuing fiscal year. Its said report shall show in detail the amount of salary which the Committee recommends to be paid each of the employes above named, and such report shall also show the amount of increase in salary in each case in which an increase is recommended.

#### **COMMITTEE ON BUILDINGS AND GROUNDS.**

**SEC. 25. GENERAL DUTIES.]** The Committee on Buildings and Grounds shall exercise a general supervision over all school buildings and grounds. It shall give attention to the heating, lighting, ventilation and sanitary condition of all school buildings and school premises, to the preparation of blackboards and other permanent fixtures; to the making of repairs, alterations, additions and improvements to all school property except as otherwise provided, and to the erection of all new buildings, and shall attend to the selection of new school sites, and shall exercise a general supervision over the purchase thereof in behalf of the Board. It shall also, except as otherwise provided, exercise a general supervision over the purchase by the Board and the furnishing to the schools of furniture and other permanent equipment, and shall recommend the necessary repairs, alterations, additions and improvements thereto.

**SEC. 26. SUPERVISION OF ENGINEERS, JANITORS, AND PURCHASE OF SUPPLIES.]** This Committee shall have the general direction of the engineers and janitors employed by the Board, and shall exercise a general supervision over the purchase by the Board and the furnishing to the schools of all school and office supplies, except as otherwise provided. This Committee shall also have charge of printing and publication work on behalf of the Board, shall advise the Board from time to time concerning salaries of office and business employes, and of engineers and janitors, and shall have authority, with the concurrence of the school committee of any school immediately affected, and subject to the confirmation by the Board, to fill vacancies occurring among the engineers or janitors, and to make appointments and trans-

fers of engineers and janitors to particular schools, and shall have supervision of the examination of all engineers and janitors before their appointment.

**SEC. 27. SCHOOL FUND PROPERTY AND LEASES.]** This Committee shall exercise a general supervision over the property belonging to the School Fund, and shall attend to the making of suitable leases from time to time, as may be necessary.

#### **COMMITTEE ON FINANCE.**

**SEC. 28. GENERAL DUTIES AND REPORTS.]** The Committee on Finance shall exercise a general supervision over all the financial affairs of the Board; shall from time to time and at intervals of not exceeding three months count and examine all securities in the hands of the depository, so as to make sure of their identity, and shall promptly make a report of their examination to the Board. It shall report annually, and in the month of August, when practicable, the condition of the School Fund, and of the School Tax Fund for the preceding year, ending June 30th, with such recommendation as it shall deem desirable.

**SEC. 29. APPROVE BILLS, REPORT AND ESTIMATE EXPENDITURES; DISTRIBUTE APPROPRIATIONS.]** The Committee shall meet immediately preceding each regular meeting of the Board; shall examine all bills against the several funds, and shall report the same to the Board at the ensuing meeting, with its approval or dissent, as each case may require. In January of each year the Committee shall report a statement of the expenditures of the Board for the preceding school year, and an estimate of the probable expenditures for the year then commencing. As soon as practicable after the beginning of the fiscal year, it shall, subject to the approval of the Board, make a distribution of the amount appropriated among the general classes of objects for expenditures which will presumably be required.

**SEC. 30. APPROVE BONDS.]** The sufficiency of all bonds entered into by contractors and others shall be approved by the Committee on Finance before the contracts or other instruments are executed by the President and Secretary.

#### **DISTRICT COMMITTEES.**

**SEC. 31. GENERAL DUTIES.]** The Committees for the several school districts shall exercise special supervision over the schools in



the respective districts committed to their charge, and shall visit the same from time to time, as often as may be convenient; shall examine and report upon their condition, and shall make such recommendations in respect to such schools as circumstances may seem to demand.

## **PARLIAMENTARY RULES.**

**SEC. 32. ORDER OF BUSINESS.]** At each meeting of the Board the President shall take the chair at the time appointed for the meeting and call the meeting to order, and if a quorum be present, the order of business shall be as follows:

- I. Roll call.
- II. Reading and consideration of minutes.
- III. Petitions.
- IV. Communications.
- V. Orders and resolutions.
- VI. Unfinished business.
- VII. Reports of general standing committees, in the following order:
  - (a) School management.
  - (b) Buildings and grounds.
  - (c) Finance.
- VIII. Reports of special committees.
- IX. Miscellaneous business.
- X. Reports of Committees on Schools.
- XI. Adjournment.

**SEC. 33. QUORUM.]** Eleven members shall constitute a quorum for the transaction of business, and eleven votes shall be necessary to pass any order, resolution or other business involving the expenditure of money and the leasing or sale of School Fund property, but a less number may adjourn to a subsequent date in case a quorum is not present. All other questions coming before the Board shall be decided by a majority of the members voting upon such question, a majority voting.

**SEC. 34. AYES AND NOES.]** The ayes and noes shall be taken and entered of record on all questions involving the expenditure of money or the leasing of School Fund property, and on any other question at the request of any member, if such request be made before the result of the vote shall be announced.

**SEC. 35. AMENDMENT AND SUSPENSION OF RULES.]** The rules of the Board, or any of them, may, at any regular meeting, be altered or amended, or their operation may be suspended for the time being, by a majority of all the members of the Board, but hereafter, any and all amendments of these rules shall

specify therein, the heading, sub-heading and section hereof sought to be amended. All new rules hereafter adopted shall conform to the classification, arrangement and numbering of these rules. New matter not falling under these classifications shall be properly assigned and classified under new and proper headings.

**SEC. 36. RECONSIDERATION.]** No motion for a reconsideration of any vote shall be entertained unless such motion shall be made at the meeting at which the vote sought to be reconsidered was taken, or at the next regular meeting thereafter. Upon the request, indicated by a motion and second, or otherwise, of any two members of the Board who shall have voted with the prevailing side upon any matter, or shall have been absent when the vote was taken, a motion made at the same meeting to reconsider the vote thereon, or a notice given at the same meeting of an intention to move at the next regular meeting a reconsideration of such vote, shall, unless sooner disposed of, suspend the operation of the regular vote until the close of the next regular meeting. Where the ayes and noes have not been called on any question, it shall be presumed for the purpose of any motion to reconsider that any member voted with the prevailing side upon such question.

**SEC. 37. LAYING OVER REPORTS.]** Upon the request, indicated by a motion and second, or otherwise, of any two members of the Board, the consideration of any report presented by any Committee shall be laid over for one meeting, and the report of the Committee be published in the proceedings of the Board.

**SEC. 38. LIMIT OF DEBATE.]** No member shall speak longer than five minutes at any one time, nor more than once upon the same question, except by the consent of all members of the Board; provided, however, that chairmen of committees speaking on their reports may speak ten minutes, without such consent.

**SEC. 39. QUESTIONS CONSIDERED WITH CLOSED DOORS.]** All questions involving the conduct or qualifications of teachers, officers or employees of the Board shall be, and by vote of the Board other questions may be, considered with closed doors.

**SEC. 40. ROBERT'S RULES OF ORDER TO GOVERN.]** The rules of parliamentary practice embraced in Robert's Rules of Order shall govern the Board in all cases in which

they are applicable and in which they are not inconsistent with the standing rules of the Board.

**SEC. 41. OFFICIAL RECORDS.]** The records of the proceedings of the Board shall be carefully supervised by the President and the Secretary, who shall affix their signatures to such records, after they shall have been approved by the Board, and such records when signed by the President and Secretary of the Board shall be regarded as official.

**OFFICE AND BUSINESS EMPLOYES.**

**SEC. 42. CLASSIFICATION, ELECTION, COMPENSATION AND CONTROL.]** The office and business employes of the Board shall be an Architect, an Attorney, a Business Manager, a Chief Engineer, an Auditor, a Superintendent of Supplies, and such other employes, regular or temporary, as necessity may seem to require, each of whom shall, in addition to the duties hereinafter specially prescribed, render all practical assistance to the Board, its members, officers and committees. These employes, except the Architect and the employes of his office, shall be chosen by ballot at the second regular meeting in the month of June of each year. The Architect shall be elected at the first meeting in December of each year. A majority vote of the entire Board shall be necessary to elect any of these employes. They shall be elected for one year and until their successors are elected and qualified, unless otherwise ordered by the Board; but they and any and all of them shall be subject to removal and discharge at the pleasure of the Board, with or without cause. They shall be under the general direction and control of the President of the Board, but each separate committee of the Board shall have direction and control for the time being of any employes in respect to work which may be performed by them in connection with matters committed to the charge of such committee. Their compensation, except that of the Architect and of the employes of his office, shall be fixed by the Board as soon as practicable after the beginning of the fiscal year; and pay rolls for their services shall be made regularly and without special order of the Board, at the close of each calendar month. The compensation of the Architect shall be fixed by the Board at the time of his election.

**SEC. 43. SUSPENSION.]** For any apparent good cause the President of the Board may suspend any of these employes until the close of the next regular meeting of the Board

following such suspension, which he shall report to the Board upon the opening of such regular meeting.

**THE ARCHITECT.**

**SEC. 44. DUTIES OF.]** The Architect shall be a superintendent of construction for the Board. He shall provide necessary plans, details, specifications and working drawings, with the proper tracings and blue prints for all buildings and additions to buildings of whatever kind to be erected by the Board, or whose erection is under consideration by the Board, and also for any repairs which shall be ordered to be made by the Board. All such plans, specifications, etc., to be the exclusive property of the Board and to be ultimately preserved in his office. He shall be provided with a suitable room or rooms, and with all the necessary materials, furniture, etc. He shall keep certain office hours in the office furnished him, such hours not to be less than two each day, at which hours he shall be in constant attendance. He shall attend all meetings of the Committee on Buildings and Grounds. He shall superintend the construction of all the building and additions to buildings in course of erection. He shall attend to the making of repairs and alterations to school buildings and other school property, except such as require the special attention of the Chief Engineer, and shall be responsible therefor, but he shall consult with the Chief Engineer in respect to repairs required in connection with the heating and lighting apparatus of the schools, and the plumbing, sewerage and ventilation. All repairs calling for the expenditure of three hundred dollars or over shall be attended to by the Architect, under contract. Proper books relating to all matters in his charge shall be kept, and he shall report to the President and to the Committee on Buildings and Grounds at its first meeting each month and as often as requested by the President or such Committee as to the progress of all the work in his department, such reports to be transmitted by the Committee on Buildings and Grounds to the Board. The Board shall employ as many competent draughtsmen and inspectors of buildings as may be necessary for the proper accommodation of all departments, such employes to be first selected and recommended by the Architect to the Committee on Buildings and Grounds, and then to be confirmed by a majority of the Board, and in case of failure to confirm any such employes



the Architect shall select and report in the same manner some other person in place thereof, until such person shall be confirmed by the Board. The amount of salary to be paid the Architect and other employes of the Building Department shall be recommended by the Committee on Buildings and Grounds and fixed by the Board, and the said Architect and employes of said department shall be selected and their salaries fixed at the first meeting of the Board in December of each year. He shall require of all contractors and mechanics employed in connection with work which is under his charge or superintendence, the full and faithful performance of their respective contracts. He shall certify to all estimates for work done or for materials furnished upon buildings and additions in process of erection, or upon repairs made under his charge or superintendence; and he shall be held personally responsible to the Board that all work and materials certified by him for payment are such as the contract requires. He shall perform such other duties properly pertaining to his office as the Board may require.

All plans and specifications for new buildings or additions shall be submitted to and approved by the Committee on Buildings and Grounds before bids for doing the work are advertised for, and such approval shall require a majority vote of said Committee; also the sub-letting of any part of the work, as provided for in these specifications, shall be done by the Architect only on the approval of the Committee on Buildings and Grounds. He shall be charged with the supervision, care, safe-keeping and proper use of any building or buildings used by the Board for workshop and factory purposes, and all materials, tools and other property belonging to the Board therein, and shall be responsible therefor. He shall, as soon as practicable, after his election, and before he has qualified, be informed of the amount of compensation to be paid for his services. He shall furnish annually, within ten days after his salary is determined upon, a satisfactory bond to be approved by the Board, in the sum of ten thousand dollars, for the faithful performance of his duties.

**SEC. 45. CONTROL OF CARPENTERS, ETC.]** He shall have immediate supervision and control of all carpenters, laborers and other mechanics employed by the Board, except when they are performing duties under the direct supervision and control of the Chief Engineer; shall be responsible for the proper performance by them of the work for which

they may be employed. He shall keep a record of the actual labor performed by them, or any of them, of the purposes for which the labor was performed, and of the school or place where it was performed.

**SEC. 46. EMPLOYMENT OF MEN.]** He shall not employ any men, except after submitting the names of the men to be so employed, at a regular meeting of the Board.

**SEC. 47. ATTEND TO REPAIRS.]** He shall attend to the making of repairs and alterations to school buildings and other personal property, except such as require the special attention of the Chief Engineer, and shall be responsible therefor; but he shall consult with the Chief Engineer with respect to repairs required in connection with the heating and lighting apparatus of schools, and the plumbing, sewerage and ventilation.

**SEC. 48. RECORD OF MATERIALS USED.]** He shall perform such duties in connection with buildings in course of construction as may be required of him by the Board, or its officers or committees; shall keep a record of all materials used under his direction, and of the purposes for which such materials were used.

**SEC. 49. CUSTODIAN OF BUILDING PLANS.]** The building plans belonging to the Board shall be kept on file in his office, and he shall be charged with the custody thereof.

**SEC. 50. CERTIFY TO TIME AND LABOR OF MEN EMPLOYED.]** He shall certify to the time and labor of men who have been employed under his supervision, and to the correctness of all bills for work done or materials furnished under his direction and supervision, where such bills do not require the certificate of the Chief Engineer.

**SEC. 51. PREPARE PAY ROLLS.]** He shall prepare, or cause to be prepared, the monthly pay rolls of the watchmen, mechanics and laborers employed by the Board.

#### **THE ATTORNEY.**

**SEC. 52. DUTIES OF.]** The Attorney of the Board shall prepare contracts, leases and other legal documents, and advise the Board, its members, officers, committees, and perform such other duties properly pertaining to his position as the Board may require.

#### **BUSINESS MANAGER.**

**SEC. 53. GENERAL DUTIES.]** The Business Manager shall, under the direction of the several committees, have a general oversight

of all business matters in connection with the offices of the Board; except such as come under the immediate supervision of the Architect and Chief Engineer. He shall superintend and direct the work of the inspectors of school buildings and grounds, as appointed by the Board, shall have general charge of the offices of the Board and board room and of the office help; shall receive all proposals for school sites, the erection of new buildings, labor, materials and supplies required by the Board; and shall be charged with the supervision, care, safe-keeping and proper use of any building or buildings used by the Board for supply rooms, stables and warehouse purposes, and of all material, tools, and other property belonging to the Board, contained therein, except such as properly come under the control of the Architect or Chief Engineer, and he shall have charge of all employes connected therewith.

**SEC. 54. DUTIES AS TO BUILDINGS.]** He shall visit, or cause to be visited by his inspectors, the several school buildings and grounds as often as practicable; shall examine their condition, and shall report to the Committee on Buildings and Grounds any neglect on the part of janitors or engineers to keep the school premises under their charge in a cleanly condition, as required by the rules of the Board.

**SEC. 55. PURCHASE SUPPLIES AND KEEP RECORDS.]** He shall attend to the purchasing of all necessary supplies, and superintend the distribution of the same, keep a record by separate schools of such purchases and distributions and of the use made of such supplies, in books to be provided by the Board for that purpose, which books shall also show the balance on hand and the amount of materials on hand at the end of each school year.

**SEC. 56. CUSTODIAN OF CONTRACTS FOR LABOR AND SUPPLIES.]** He shall be the custodian of all proposals, contracts and bonds for labor, material or supplies received or contracted for by the Board, shall receive and be custodian of all deposits presented with proposals, keep a record thereof, and return the same in accordance with the rules of the Board. He shall place for safe keeping all deposits received by him in such receptacle, safe or vault as the Board shall provide or designate.

**SEC. 57. SUPERVISION OVER JANITORS AND ENGINEERS.]** He shall have the supervision and control of the engineers and janitors and bath room attendants em-

ployed by the Board, excepting as to such of their business as falls under the supervision of the Architect or Chief Engineer.

**SEC. 58. CERTIFICATION OF BILLS AND PREPARATION OF PAY ROLLS.]** He shall certify to the correctness of all bills for supplies ordered by him before they shall be certified by the Auditor, and shall cause to be prepared the pay rolls of the office employes, engineers, janitors and bath room attendants employed by the Board, also the rental roll, and bills for the care and keep of horses.

**SEC. 59. PREPARE REPORTS.]** He shall prepare or cause to be prepared for the consideration of the Board all reports presented by the Committee on Buildings and Grounds, excepting such as relate to the Chief Engineer's department.

**SEC. 60. OFFICE HOURS.]** He shall keep regular office hours, at the rooms of the Board, from nine o'clock A. M. to one o'clock P. M. on Saturdays, and from four to five o'clock P. M. on other days, excepting Sundays, unless otherwise provided.

**SEC. 61. BOND.]** He shall furnish annually, within ten days after his election, a satisfactory guaranty bond in the sum of twenty thousand dollars, conditioned for the faithful performance of his duties, the same to be approved by the Board.

### **CHIEF ENGINEER.**

**SEC. 62. SUPERVISION OF HEATING, PLUMBING, SEWERAGE AND VENTILATION.]** The Chief Engineer, with such assistants as shall be necessary, shall have the supervision and control of the engineers and janitors employed by the Board, in respect to their duties connected with the heating and lighting apparatus, and the plumbing, sewerage and ventilation of schools.

**SEC. 63. EXAMINE ENGINEERS, AND REPORT INEFFICIENCY.]** He shall examine all candidates for positions as engineers in the public schools of the city, and report as to their qualifications to the Committee on Buildings and Grounds. He shall promptly report to the committees of the several school districts and to the Committee on Buildings and Grounds all cases of inefficiency on the part of engineers and janitors.

**SEC. 64. SUPERINTEND EVAPORATING TEST OF COAL.]** It shall be his duty, under the direction of the Committee on Buildings and Grounds, to superintend the evaporating test of coals furnished the school buildings under contract, and he shall order a sufficient



amount of coal for such test from the contractor, the same to be delivered at some one of the city pumping stations, where the test is to be made.

**SEC. 65. ADVISE WITH ARCHITECT.]** He shall consult and advise with the architect of the Board in reference to all plans and specifications prepared by the Architect for heating and ventilation, plumbing, gas fitting, and sewerage of new school buildings, and shall, under the direction of the Architect, superintend the construction of the same.

**SEC. 66. SUPERVISE ALTERATIONS.]** He shall superintend all alterations, additions and repairs to the heating and ventilating apparatus, also the plumbing, gas fitting and sewerage of old buildings, and shall, under the direction of the Committee on Buildings and Grounds, prepare plans and specifications for such alterations and additions when it may be deemed necessary to do so.

**SEC. 67. CERTIFICATION OF ESTIMATES AND BILLS.]** He shall certify to the correctness of all estimates and bills for work done and materials furnished under his direction and supervision, before they shall be certified by the Auditor. He shall perform such other duties pertaining to his position as the Board may require.

**SEC. 68. OFFICE HOURS.]** He shall keep regular office hours, at the rooms of the Board, from two to five o'clock P. M. on Saturday, and from four to five o'clock P. M. on other days except Sundays.

**SEC. 69. BOND.]** He shall furnish annually, within ten days after his election, a satisfactory bond in the sum of ten thousand dollars, conditioned for the faithful performance of his duties, the same to be approved by the Board.

#### **AUDITOR.**

**SEC. 70. TO KEEP BOOKS AND FURNISH TRIAL BALANCES.]** The Auditor shall, under the direction of the Finance Committee, keep, in proper books of account, a true, faithful and accurate record of the financial transactions of the Board, which shall include the accounts with the City Treasurer and Secretary of the Board. He shall submit to the Committee on Finance, at its first meeting after the fifth day of the month, a trial balance of the ledger, which shall exhibit the condition of each account at the close of the previous month, after all the entries for the month have been made, and shall furnish, when called

upon by any committee, member or officer of the Board, such information from said books as may be desired.

**SEC. 71. SHALL NOT DIVERT FUNDS.]** He shall not use the funds of any committee to pay expenditures of any other committee, without express authority of the Board first had therefor.

**SEC. 72. MONTHLY REPORTS.]** The Auditor shall be a comptroller, subject to the Finance Committee of the Board. He shall, monthly, report to the Board the amount expended by and the contingent liability of the different standing committees, in order that such committees may be informed as to the state of their funds.

**SEC. 73. QUARTERLY STATEMENTS.]** He shall prepare quarterly statements for the Finance Committee to present to the members of the Board, showing the expenditures to date of the several accounts under such distribution or division as the Finance Committee of the Board may arrange together with the unexpended balance of the appropriation for the given year.

**SEC. 74. UNCOLLECTIBLE ACCOUNTS.]** He shall keep a record of all accounts considered uncollectible, in order to be able to refer to them if an opportunity for realizing on them should offer itself at some future date.

**SEC. 75. REFER IMPROPER BILLS.]** He shall call the attention of the Finance Committee to any bill coming to his hands which may be deemed incorrect, improper or excessive.

**SEC. 76. REGISTER OF SCHOOL FUND PROPERTY AND SCHOOL PROPERTY.]** He shall, in addition to the ordinary books of account, keep a register of School Fund property, showing all property leased, the name of the lessees, the dates of execution of such leases, and of the commencement and expiration thereof, of assignments of leases, the amount of rent payable, and the time and manner of payment; also, a register of school property showing the location, size, legal description, and estimated value of school sites, together with the cost of buildings, furniture, fixtures and other school apparatus; the manner, quantity, distribution and cost of heating apparatus.

**SEC. 77. REGISTER OF SECURITIES.]** He shall also keep a register of all securities held by or on behalf of the Board as investments of the principal of the School Fund or of the several special funds, showing the num-

ber, nature and amount of each individual security, the date of issue and maturity, the rate of interest, and when and where the interest is payable.

**SEC. 78. GENERAL EXPENSE ACCOUNT.]** He shall also keep a general expense account, showing the amounts expended on account of alterations and improvements, miscellaneous repairs and expenses, consumption of fuel, and salaries of engineers and janitors.

**SEC. 79. RECORD OF CONTRACTS, AND CONTRACTORS REGISTER.]** He shall also keep a record of contracts for the erection and furnishing of new buildings, and alteration or improvement of old buildings; and also a contractor's register, showing the amount of each contract entered into for improvements, with the date and amount of each payment made on account thereof.

**SEC. 80. CERTIFY REPORTS, AND CERTIFY AND PRESERVE BILLS.]** He shall also, upon request of the Finance Committee, examine and certify the reports of the Secretary of the Board; shall examine and certify all bills for services rendered, or for supplies furnished to or on behalf of the Board, when such bills are properly certified by such other employe of the Board as the case may require, and shall transmit with all necessary information, a schedule of such bills to the Committee on Finance, at its meeting immediately preceding each regular meeting of the Board. After such bills have been approved by the Board for payment, he shall carefully file and preserve them as original vouchers, and obtain receipts for the same on delivering warrants to payees.

**SEC. 81. PRESENT WARRANTS.]** He shall present to the Mayor and to the City Comptroller, for countersigning, all warrants for the payment of money drawn by the Board upon the City Treasurer, except such warrants as shall be drawn for the payment of teachers' salaries.

**SEC. 82. SHALL NOT CERTIFY UNAUTHORIZED BILLS.]** He shall not certify any bill as being correct, unless the work specified or articles named therein have been regularly contracted for or authorized by the Board. All bills presented that have not been so contracted for or authorized, he shall submit to the committee having charge of their subject matter, for disposition.

**SEC. 83. ANNUAL REPORTS.]** It shall be his duty to prepare for the Finance Committee, at the close of the school year, a report

of the expenditures for the past year on account of the School Tax Fund, the School Fund, and the several special funds, for publication in the annual report of the Board; also, at the close of the fiscal year, a report showing the expenditures made by the Board during the current year for all purposes whatsoever; also, a statement giving the description, size and value of sites, names and estimated value of school buildings, including heating apparatus, furniture, fixtures and apparatus owned or controlled by the Board, and transmit the same to the City Comptroller, for publication in the annual statement of the finances of the City of Chicago.

**SEC. 84. VERIFICATION OF WARRANTS, ASSISTANT AUDITOR.]** He shall verify Warrants A of the pay rolls, by writing thereon his initial; and he shall vouch Warrants B by signing his name in full, provided, however, that in the absence or disability of the Auditor to perform the duties of his office, then such duties shall be performed by the Assistant Auditor during the absence or disability of the Auditor. He shall perform such other duties pertaining to his office as the Board may require.

**SEC. 85. BONDS OF AUDITOR AND ASSISTANT AUDITOR.]** He shall furnish annually, within ten days after his election, a satisfactory bond, to be approved by the Board, in the sum of ten thousand dollars, conditioned for the faithful performance of his duties. The assistant auditor shall, annually, within ten days after his election, furnish a satisfactory bond, to be approved by the Board, in the sum of five thousand dollars, conditioned for the faithful performance of his duties.

### **SUPERINTENDENT OF SUPPLIES.**

**SEC. 86. GENERAL DUTIES.]** The Superintendent of Supplies shall, under the direction of the Business Manager, attend to the distribution of all supplies, including ordinary repair material, keeping a record by separate schools of said distribution, and of the use made of such supplies, in books provided by the Board for the purpose, which books shall also show the amounts and names of the articles purchased, and the balance on hand on the first day of July of each year.

**SEC. 87. REQUISITIONS.]** He shall supervise all requisitions received by him, except such as have been approved by the Superintendent of Schools, for any article or articles whatsoever, and if in his judgment any such requisition is extravagant, he shall refuse to



honor the same or furnish the goods asked for until a satisfactory explanation is made to him by the person so ordering as to why the goods are required.

**SEC. 88. OFFICE HOURS.]** The Supply Department shall be open from 8 o'clock A. M. to 5 o'clock P. M. every day, except Sundays and legal holidays.

**SEC. 89. BOND.]** He shall furnish annually, within ten days after his election, a satisfactory guaranty bond, to be approved by the Board, in the sum of five thousand dollars, conditioned for the faithful performance of his duties.

#### **OFFICE AND BUSINESS EMPLOYES.**

**SEC. 90. SUPERVISION.** Employees engaged specifically to assist any one of the foregoing enumerated office and business employees shall be under the immediate supervision and direction of such employee. Such as may be engaged for the assistance of the office and business employees generally, shall be under the immediate supervision and direction of the Business Manager, but all employees of the Board shall, so far as practicable, give a ready assistance to one another in the performance of their respective duties.

**SEC. 91. OFFICE HOURS.]** The offices of the Board shall be open from nine o'clock A. M. to five o'clock P. M. every day except Sundays and legal holidays.

**SEC. 92. HALF HOLIDAYS.]** A half holiday on Saturdays for employees shall be granted upon condition that the heads of the departments make provision whereby a sufficient number of employees shall be on duty on said Saturdays until five o'clock for the purpose of transacting such business as may arise.

**SEC. 93. VACATIONS.]** All employees of the offices and Supply Department shall be granted a two weeks' leave of absence each year, without loss of pay, to be taken at such time, subject to the approval of the President of the Board, as will not interfere with the business of the various departments.

**SEC. 94. SCHEDULE OF SALARIES.]** As soon as practicable after the beginning of the fiscal year, schedules of salaries to be paid to employees for the year then current shall be submitted to the Board by the committees charged with the consideration thereof.

**SEC. 95. PAYMENT OF SALARIES.]** The President and the Secretary of the Board shall from time to time, and without special direction of the Board, draw appropriate warrants on the City Treasurer to pay the salaries

and wages of the office and business employees, the school employees and any other employees regularly in the service of the Board at fixed salaries or wages, and they shall also draw similar warrants to pay bills which the Board has previously approved and ordered to be paid. All warrants so drawn shall be deemed regarded as ordered and drawn by the Board. After having been so drawn, they shall be presented to the Mayor and to the City Comptroller or City Clerk to be countersigned.

#### **LEASES, CONTRACTS AND PROPOSALS.**

**SEC. 96. EXECUTION OF LEASES.]** The President and the Secretary of the Board shall sign and execute all leases of school property which shall be leased by order, resolution or direction of the Board, and when so signed and executed, the same shall be deemed to have been duly executed by the Board.

**SEC. 97. EXECUTION OF CONTRACTS EXCEEDING TWO HUNDRED DOLLARS.]** All contracts entered into by the Board for the erection of any building or for supplying furniture, apparatus or fuel for any school building, or for any other supplies or labor, the amount of which shall exceed two hundred dollars, and all contracts for new work, shall be signed by the President and the Secretary of the Board.

**SEC. 98. BOND OF CONTRACTORS.]** The person or persons entering into any contract with the Board may be required to file a bond in an amount not less than the amount of the contract, for the faithful performance of such contract to the satisfaction of the Board, and no contract shall be deemed executed or bond accepted until its legal form has first been approved by the Attorney for the Board or by the Committee on School Management.

**SEC. 99. EIGHT HOUR CLAUSE.]** In all contracts made by the Board of Education for the erection, building or repair of any public school buildings and appurtenances, there shall be incorporated the express agreement between the Board of Education and the contractor or contractors that the said contractor or contractors shall not require or permit any employe or laborer between the hours of six A. M. and six P. M. of each day to work more than eight hours upon any such building, and that the said eight hours shall be a full and legal day's work. These provisos shall not apply to work required under any such contracts to be done at the factory, foundry or shop of contractor or contractors, but shall apply only when an employe or laborer is en-

gaged directly at work upon the premises where such building or appurtenance is to be constructed. Such contracts shall also provide that in the event of any contractor or contractors violating these provisions, he or they shall forfeit the sum of fifty dollars for each and every day that he or they shall violate any of these provisions.

**SEC. 100. PROPOSALS FOR FURNISHING LABOR OR SUPPLIES, OR FOR SCHOOL SITES.]** All proposals for furnishing either labor, materials or supplies, or for selling school sites to the Board, shall be sealed and addressed to the Chairman of the committee asking for proposals, endorsed: "Proposal for ....." (stating for what the proposals are intended), and must be left with the Business Manager at his office not later than the hour named and limited for receiving such proposals. Bidders and persons offering sites must sign their full names and addresses. Firms must, in addition to the firm's signature, give the full name of each individual member composing the firm.

**SEC. 101. DEPOSITS.]** All proposals, of every kind, must be accompanied by appropriate deposits, as hereinafter provided:

On proposals of one hundred dollars or less, twenty per cent;

Between one hundred dollars and two hundred dollars, fifteen per cent;

Between two hundred dollars and five hundred dollars, ten per cent;

Between five hundred dollars and two thousand dollars, five per cent;

Above two thousand dollars, three per cent.

Deposits must be in the form of cash or certified checks drawn upon some banking institution in good standing, doing business in Chicago, and made payable to the order of the Board of Education of the City of Chicago, and no proposals for any purpose shall be considered unless they shall be accompanied by the proper deposits. If any proposal shall be withdrawn before the conclusion of the second regular meeting of the Board, following the receipt of the proposal, the deposit accompanying it shall be subject to forfeiture and retention by the Board as liquidated damages. All deposits accompanying proposals which shall not be accepted shall be returned immediately after action of the Board relative to the subject matter of said proposals, and return of the deposits shall be in strict conformity with the written directions given when the deposits were made. In case of failure or refusal on the part of the party or parties who made the

proposals to execute the contracts and bonds required by the Board within a reasonable time thereafter, the deposit of the party or parties so failing or refusing may be forfeited and retained by the Board as liquidated damages. The Board shall likewise have the right to reject, at its pleasure, any or all bids or proposals.

**SEC. 102. CONSIDERATION OF PROPOSALS.]** The Business Manager shall receive all proposals which come to him in proper form; shall endorse upon the envelopes the date of their receipt, and shall then deposit them in the place provided therefor, to await the action of the proper committees. It shall be the duty of the committee which has asked for proposals, to hold a meeting for the purpose of opening and considering such proposals at the office of the Board within two days after the expiration of the time limited for the receipt of the proposals. All the members of the Board shall be notified by the Secretary of the time when meetings of the committees will be held to open proposals. At the hour of the meeting of a committee to open proposals, if there shall be two members of the Board present, one of whom is a member of the committee, and if the other members of the Board shall have been duly notified of said meeting, the proposals may then be opened and considered; otherwise an adjournment shall be had to the earliest convenient time thereafter. The members of the Board who are present, or, in the absence of any member of the Board, the Secretary, shall fix the time for the adjourned meeting of the committee, and all members of the Board shall be further notified thereof. Subsequent adjournments may be taken, as necessary, to secure the attendance of two members of the Board; and in no case shall proposals be opened until at least two members of the Board are present.

**SEC. 103. PROPOSALS FOR SCHOOL MATERIALS AND TEXT-BOOKS.]** The Committee on School Management shall annually, in the month of April, invite proposals from dealers in stationery, slates, pens, pencils and other articles and materials used in school work, and from publishers for the introduction of text-books in the public schools, provided a change in, or addition to the list of adopted text-books appears necessary, and for supplying to pupils or their parents or guardians any such articles or materials during the ensuing school year. In such proposals the dealers shall state definitely the books, articles or materials proposed to be furnished, the quality of



the articles or materials, and the prices at which the books, articles or materials of the quality mentioned offered by them shall be sold and furnished, at convenient distances from the several school buildings in which such books, articles or materials shall be used during the school year, and all text-books, articles or materials adopted shall be considered as adopted subject to the terms set forth in the proposals. With their proposals publishers and dealers shall furnish the business manager sample copies of all text-books proposed for adoption, and of all articles or materials proposed to be supplied; and no award shall be made to any publisher or dealer until the samples shall have been furnished to the Business Manager, as above provided, in conformity with his proposal.

**SEC. 104. CONTRACTS FOR SCHOOL MATERIAL AND TEXT-BOOKS.]** Contracts as in other cases, and similarly secured by bond, may be required from the publishers and dealers whose proposals shall have been adopted by the Board. All contracts for the furnishing of text-books shall contain provisions that during the time the books shall be used in the schools the copies sold to the pupils shall equal the sample copies in quality, composition and press work, that during such time the literary matter of the books shall not be changed without the express consent of the Board; and that likewise during such time all books shall be sold and furnished to pupils or their parents or guardians at convenient distances from the several school buildings in which such books shall be used, and for the prices mentioned in the proposals and in the contracts. The contracts for furnishing other articles or materials shall contain provisions that the articles or materials mentioned therein shall be duly furnished of the quality of the samples, and in quantity sufficient to supply the requirements of the pupils or their parents or guardians during the ensuing school year, at convenient distances from the several school buildings in which such articles or materials are used, and at the prices named in the proposals and in the contracts, and that so far as practicable the prices shall be stamped upon such articles or materials.

**SEC. 105. ADOPTION OF TEXT-BOOKS.]** No text-book shall be considered adopted without a concurrent vote of a majority of all the members of the Board in its favor, and all new additions and revisions of a text-book once adopted shall likewise be approved by the Board before being put into use in the schools. Action upon the adoption

of any proposed change in the text-books, or in the course of instruction, shall be taken on or before the last regular meeting of the Board in June of each year, and failure on the part of the Board to take such action at, or prior to, such meeting shall operate as a continuance for the succeeding year of the books then in use, unless other order be made by a majority vote of the entire Board. All changes in text-books shall take effect only at the commencement of the Fall Term of the schools, unless it be otherwise ordered by a majority vote of the entire Board. The books used and the studies pursued shall be such and such only as may be authorized by the Board.

#### **BOOKS AND SUPPLIES.**

**SEC. 106. BOOKS MUST BE APPROVED BY SUPERINTENDENT.]** No book shall be adopted for use in the schools unless the same be approved by the Superintendent.

**SEC. 107. EMPLOYEES MUST NOT BE INTERESTED.]** No text-book written, edited, compiled, revised or amended by any teacher or other employe of the Board shall be considered for adoption until such author or person aforesaid and also the publisher thereof shall have filed with the clerk of the Board their affidavits showing that such teacher or employe has no pecuniary interest, present, prospective, or contingent, or in any manner whatsoever, in the sale, proceeds or profits of such book. The provisions of this section may be set aside by a two-thirds vote of all the members of the Board.

**SEC. 108. EMPLOYEES MUST NOT SELL.]** No teacher or other employe of the Board shall, on his own account, or for a remuneration outside of the salary paid by the Board, sell, or keep for sale, or in any manner act as agent for the sale of any book, map, paper, pencil, card, rubber or any other article or material used in any of the public schools, nor shall any teacher be permitted to furnish, from contributions made by pupils, any supplies, such as paper, pens, ink, etc., nor shall any book, map, card, paper, pencil, rubber or any other article or material used in any of the public schools be sold or kept for sale or stored in any public building, unless otherwise ordered by the Board.

**SEC. 109. REQUISITIONS.]** All requests for educational supplies, including text-books, reference books, etc., shall be submitted by the principals of the various public schools to the Superintendent of Schools for examination, and when approved by him shall be forwarded to the business manager for distribution of the supplies.

**SEC. 110. BIOLOGICAL SUPPLIES.]** Fresh material for the biological laboratories of the city high schools shall be purchased in the following manner, the amount to be expended for such purpose in no case to exceed \$25.00 for any high school, to be expended under the direction of the Superintendent of Schools.

**SEC. 111. MATERIALS FOR HAND WORK.]** The pupils of the elementary schools shall be authorized to purchase materials and tools for hand work to the extent of not more than 25 cents per year per pupil, in the first, second, third, fourth and kindergarten grades, and not more than 50 cents per year per pupil in the fifth, sixth, seventh and eighth grades.

### **GENERAL REPORTS.**

**SEC. 112.** It shall be the duty of the several committees having charge of any expenditures of the Board to present to the Committee on Finance, on or before the 15th day of December, a statement of the expenditures of the past year, and their estimates for the ensuing year. It shall be the duty of the President, the Chairmen of the general standing committees, and the Superintendents, to submit, as soon as practicable after the close of the school year, reports of all matters which have occurred during the preceding year in connection with the schools or school property, and pertaining to their respective positions or committees, and the President shall cause to be printed, before the end of the year, such of these reports as he may deem important.

### **ENGINEERS, JANITORS AND CARE OF BUILDINGS.**

**SEC. 113. JANITORS, GENERAL DUTIES.]** Janitors of school buildings shall have the sole charge of their school buildings out of school hours. They shall on no pretense part with the custody of keys of outside entrance doors to any person, without special permission from the Business Manager, or the Chief Engineer. The names and places of residence of all their assistants shall be reported to the Business Manager and to the Chief Engineer; and the employment of all assistants shall be subject to the joint approval of the Business Manager and Chief Engineer. Janitors shall be responsible for all acts and omissions of their assistants. They shall personally open their respective buildings at the hour appointed under the rules of the Board, and before leaving their buildings at night shall see that the buildings have been carefully swept, that all windows are closed and securely fastened, that all class-room doors have

been locked, and the keys placed on the key-boards, that all refuse matter, papers, rags, etc., have been removed from all parts of the building, and that no person is left in the building. There shall be no smoking in the school buildings.

**SEC. 114. KEY-BOARDS.]** It shall be the duty of the Business Manager to provide and have set up in the office of each building, or in some other suitable and convenient place, a key-board, with a lock and two keys only, one key for the principal and one for the janitor. Principals, or in their absence, the janitor, shall open the key-boards at the hour of eight o'clock a. m., in order that the teachers having charge of class rooms may obtain possession of the keys of their rooms for the admission of pupils.

**SEC. 115. OPENING OF BUILDINGS.]** Each school building shall, except in season of mild weather, be open one hour before the beginning of school in the morning, and during the whole intermission, during which time such number of teachers as the Superintendent may direct shall be present. During the season of mild weather the length of time during which the building shall be open before the beginning of school, and at the intermission, may be modified, at the discretion of the Superintendent.

**SEC. 116. DEFACING OF BUILDINGS.]** Care shall be taken by teachers, pupils, and all employes, to avoid defacing or otherwise injuring school buildings and other school property. The woodwork and plastered surfaces of buildings shall not be defaced with nails, tacks or screws, and cards or other matter shall not be pasted or tacked upon the blackboards, walls or windows. Principals, assistant teachers, janitors and other employes shall be held strictly accountable to the Board for all school property in their custody or care, and for the loss thereof, or any damage done thereto in consequence of their negligence or want of proper or reasonable care in connection with the use of said property. The school buildings shall not be used for other than school purposes, except as hereinafter provided.

**SEC. 117. FLAGS TO BE DISPLAYED.]** Engineers and Janitors shall display the flags on their respective school buildings on Monday mornings during the school year, and on all legal holidays, excepting that flags must not be displayed during rain, snow or wind storms, whenever such storms are likely to injure or destroy the flag. All flags must be taken down and deposited in a secure place, not later than five o'clock p. m. of each day when displayed.

**SEC. 118. JANITORS AND ENGINEERS, DIVISION OF AUTHORITY.]** Janitors of



school buildings shall be in immediate charge or their respective buildings and of the grounds connected therewith. In all buildings heated by steam there shall be an engineer in charge of the heating apparatus. When steam-heated buildings do not require the services of two men each, the engineers shall respectively perform also the work and the duties of janitors, and in the case of all such buildings the rules of the Board and the requirements of proper officers, committees or employes thereunder, relating in terms to janitors, shall be held to include and to apply to engineers with like effect as if made applicable in terms to engineers. In the case of schools for which both an engineer and janitor are employed, such rules and requirements mentioning janitors in terms shall apply to janitors alone and not to the engineers, who shall in such cases be governed by the rules and requirements respecting engineers. In every school having both an engineer and janitor, it shall be the duty of each to render all reasonable, practicable assistance to the other. Engineers and janitors shall be subject to the general direction and control respectively of the Chief Engineer in their duties connected with the heating and lighting apparatus, the plumbing, sewerage and ventilation, and of the Business Manager in their duties connected with the doing of repair work at their respective buildings, and of all other duties. They shall also obey all proper directions of the school committees of their respective schools and of the respective principals, respecting the performance of work within the scope of their duties. Where both engineer and janitor are employed for any school, the respective duties of each shall be specially prescribed, as fully as may be, by instructions from the Committee on Buildings and Grounds, the Business Manager, the Chief Engineer, or the school committee of such school.

**SEC. 119. SUPERVISION OF HEATING APPARATUS, ETC.]** The engineers and janitors shall have exclusive control of the heating apparatus, under the direction of the Chief Engineer, but they shall comply with the requirements of principals and teachers in respect to the temperature to be maintained. They shall be responsible to the Board for any damages to school property resulting from their misconduct, carelessness or neglect. Any defects in steam-heating apparatus, furnaces, stoves, stovepipes, plumbing, gas fitting, sewerage or ventilation, shall be promptly reported to the Chief Engineer.

**SEC. 120. GENERAL REPAIRS.]** All other defects or needed repairs shall be

promptly reported to the Architect, who shall have authority to cause all urgent and ordinary repairs to be made, by furnishing, for the assistance of the engineers and janitors, so far as necessary, labor and material, under his control.

**SEC. 121. REPORT ON FUEL.]** Each engineer or janitor shall report to the principal of the school building of which he has charge the quantity of fuel on hand, at least five days before the probable exhaustion of the supply, and the principal of such school shall immediately, upon receiving such notice, inform the Business Manager of the receipt thereof.

**SEC. 122. ATTENDANCE AND RESIDENCE.]** Engineers and janitors shall be in attendance in term time and in all vacations at their respective school buildings every day, except Sundays and legal holidays. The hours of such daily attendance shall be from eight o'clock a. m. till five o'clock p. m., except on Saturdays, when, unless repair work is being done at their buildings, or they are otherwise directed, their hours shall be from eight o'clock a. m. until twelve o'clock, noon. They shall reside within a reasonable distance of the buildings under their charge, in order that they may at all times have oversight of the buildings and grounds.

**SEC. 123. ABSENCE FROM DUTY.]** Any office, business and school employe designated as engineer, janitor, bath-room attendant, or watchman, who shall be absent from duty for a period of ten days without having obtained permission from the President of the Board, or from the head of the department under which he or she is employed, shall be subject to immediate dismissal.

**SEC. 124. CLEANING BUILDINGS AND GROUNDS.]** Janitors shall attend to the washing of windows, the setting of all panes of broken glass, and the cleaning of lamps, stoves, stovepipes and furnaces, the removal of dust from the walls and ceilings of their respective school buildings, shall keep all of the rooms and walls of the buildings in neat condition, and shall remove snow and ice from the steps of the buildings and from the sidewalks, both inside and outside of the school yards, and shall keep the school grounds in a neat condition. They shall properly clean in the basement, all blackboard erasers, and shall aid the teachers in caring for school furniture, apparatus and equipment. During the winter, spring and summer vacations, the engineers and janitors of school buildings owned by the City shall thoroughly wash and scrub the floors, seats, desks, wainscoting, and other

painted woodwork of their buildings, and generally shall endeavor to keep their buildings, grounds, and heating apparatus in a first-class condition, and shall receive no extra compensation therefor. They shall also perform any other service in and around their respective buildings in such vacations, which may be required of them by the Business Manager or Chief Engineer.

**SEC. 125. ENGINEERS NOT TO LEAVE HEATING APPARATUS.]** During the season school buildings are required to be heated, no engineer shall be required by a principal to leave his steam-heating apparatus to take charge of pupils on the school grounds.

**SEC. 126. COMBUSTIBLE MATERIALS.]** All matches shall be under the immediate charge of the janitors or engineers, and shall be kept in metallic cases. All lamp oil or other combustible material shall be kept in the basemen in fireproof boxes, securely locked, when not actually in use.

**SEC. 127. SUPERVISION OF REPAIR WORK.]** Engineers and janitors shall not allow repair work to be done at their respective school buildings, with the exception of such as may be done by the carpenters and laborers in the employ of the Board, without an order signed by either the business manager or the chief engineer; and they shall not allow work done outside of that specified on the order. They shall keep an accurate account of the time and material used in their respective buildings, or all work not done by contract, and shall send duplicate statements of the same to the office of the business manager and chief engineer, immediately upon the completion of the work. Any false return made by any engineer or janitor or any neglect in keeping the account will be considered sufficient grounds for immediate dismissal.

**SEC. 128. TO BE SPECIAL POLICEMEN.]** Engineers and janitors in the employ of the Board shall qualify as special policemen, immediately after their appointment, and upon qualifying they shall be furnished by the Business Manager with special policemen's badges. They shall exclude from the buildings and grounds under their charge all persons who are not there on legitimate business, and shall apprehend and convey to the nearest police station, and enter complaint against, all persons found prowling around the school premises under suspicious circumstances. They shall not receive the visits of friends or acquaintances in, or permit persons to be loitering around or in the school premises at any time.

**SEC. 129. SUPPLIES.]** Whenever any engineer or janitor shall call for any new supplies in connection with his school, he shall deliver up at the supply room what remains of the old article.

**SEC. 130. REMOVAL AND DISMISSAL.]** The President of the Board, or the Committee on Buildings and Grounds, may, with the concurrence of the respective school committees, remove or dismiss any engineer or janitor, when the interests of the schools or of any school may seem to require such removal or dismissal, and no engineer or janitor shall receive any salary, pay or compensation whatever from and after the time of such removal or dismissal. The principal of any school in which the engineer or janitor may be found intoxicated or in any wise incompetent for the discharge of his duties, shall immediately notify the President of the Board or the school committee of said school, and the chairman of the Committee on Buildings and Grounds, of such incompetency.

#### **USE OF SCHOOL BUILDINGS AFTER HOURS.**

**SEC. 131. PERMIT OF SUPERINTENDENT.]** After the hour of four o'clock P. M. no school building, nor any room or rooms therein, shall be opened for any purpose whatever other than the necessary cleaning, except upon written permission of the superintendent of schools, who shall certify to the Business Manager whether the purpose for which the room or rooms are to be used is of a character defined as school work, or of a character other than regular school work, for which charge for the use of schools or school rooms should be made.

**SEC. 132. SCHEDULE OF RATES ON SCHOOL DAYS.]** The use of school buildings or rooms after regular school hours may be granted, upon the approval of the Superintendent of Schools, to individuals or organizations, for distinctively educational work, provided the individual or organization to whom such permission is granted shall agree to pay the expense of heat, light and janitor service for such space of time as they use said buildings or rooms, according to the following schedule, which is estimated as being the cost for such service to the Board of Education:

Use of assembly hall in evening, including heat, light and service. . . . . \$ 9.50  
(\$1.50 of the above amount to be paid for helper to assist engineer in corridors.)



Use of assembly hall in evening, including light and service.....	\$5.00
Use of assembly hall in afternoon, including heat and service.....	6.00
Use of assembly hall in afternoon, including service .....	3.00
Use of class rooms in connection with use of assembly hall, each.....	1.00

SEC. 133. SCHEDULE OF RATES FOR HOLIDAYS.] For the use of any school buildings, or rooms, on Saturday, Saturday evening, Sunday or Sunday evening, or any other holiday, a charge shall be made according to the following schedule:

Use of assembly hall in evening, including heat, light and service.....	\$13.00
(\$1.50 of above amount to be paid for helper to assist engineer in corridors.)	
Use of assembly hall in evening, including light and service.....	7.00
Use of assembly hall in afternoon, including heat and service.....	8.00
Use of assembly hall in afternoon, including service .....	4.00
Use of class rooms in connection with use of assembly hall, each.....	1.33

SEC. 134. SCHEDULE OF RATES FOR CLASS ROOMS.] For use of a single class room the following charges shall be made:

Use of single class room on the afternoon of a School day up to 5 P. M. ....	\$1.00	Heat.	Light.
		\$1.00*	\$.025*
Use of a single class room on the evening of a school day up to 11 P. M. ....	2.50	3.00*	.50*
Use of a single class room for not more than three hours on a day when school is not in session..	2.50	3.50*	.25*
Use of a single class room up to 11 P. M. on evening of a day when school is not in session..	2.50	3.50*	.50*

(\* Subject to refund when not required and not used.)

SEC. 135. RESPONSIBILITY FOR PROPERTY, AND CLASSIFICATION OF ROOMS.] The individual or organization to whom permission is granted to use school buildings or rooms after regular school hours, shall also be required to satisfy the Business Manager of their responsibility, and agree to indemnify and pay the Board of Education for

any expenses the Board may be subjected to by reason of the use of the school buildings or rooms in question by applicant, either,

(a) The ordinary cost of heating and lighting the school buildings and rooms, and the pay for extra service of engineer and janitor, etc., according to the above schedule; or

(b) The cost of replacing property destroyed or repairing property injured, and in general restoring the school building and its contents to the condition the same were in before the applicant made use of them.

The applicant for the use of an assembly hall, class room, etc., in every case when an application is granted, shall pay to the Business Manager the total amount indicated by the schedule. A refund of the charges for heat, light and services of watchman, or any or all, shall be made to the applicant when it is determined that said heat, light and services of watchman were not required. In the case of an evening meeting, where no heat is furnished, a further reduction of \$1.50 is to be made, the duties of a watchman being discharged by the engineer or janitor of the school. The schedule rate for an assembly hall shall be paid by the applicant for any one of the following named rooms: gymnasium, bicycle room, lunch room, corridor for assembly hall purposes, or lecture room. The schedule rate for a class room shall be paid by an applicant for use of any one of the following named rooms: laboratory, principal's office, manual training room, domestic science room, library, or kindergarten room.

Permission shall not be granted to use any portion of any school building after eleven o'clock at night. No permission given hereafter under the rules shall be granted, beyond the current school year.

SEC. 136. USE FREE OF CHARGE.] School buildings shall be opened free of charge for the following purposes, subject to such rules as may be made by the Board of Education to cover such cases:

(1) Meetings of teachers for educational purposes;

(2) Annual graduation exercises;

(3) One alumni meeting each year;

(4) Meetings of students of the schools, for musical or literary exercises, such meetings to be open only to members of the school, and to be approved by the principals of the schools in which they are held;

(5) Lectures of the William H. Ryder Fund;

(6) The two entertainments per year authorized in each school.

**SEC. 137. ENTERTAINMENTS.]** At each of these two entertainments permitted, an admission fee may be charged and collected only at the school building, providing that the entertainment, consisting of recitations, tableaux, vocal and instrumental music, dramas, etc., shall be rendered exclusively by the pupils and the teachers of the school, or their friends who may volunteer their services; and provided, further, that the entire net proceeds of every such entertainment shall be used and expended for the benefit of the school holding the entertainment. The two evening entertainments may also be given on the afternoons of the same days. No soliciting for advertisements shall be allowed. The price of admission to said entertainments shall never exceed 25 cents. The principals are authorized to expend the proceeds for the benefit of the schools, and the Business Manager is authorized to secure bids for principals in the purchase of goods, whenever necessary. One pay entertainment per year shall be permitted for each evening school, the regulations regarding the nature of the entertainment, the sale of tickets and the disposition of the proceeds to be the same as in case of day school entertainments.

**SEC. 138. BASEBALL AND BASKET-BALL GAMES.]** Pupils of the high schools may use the gymnasiums for basket-ball and indoor baseball contests, on conditions that no admission fee shall be charged, and that the attendance shall be restricted to the seating capacity of the gymnasium, and that the games or contests shall be under the control of the principal of the school in the building at which the games are to take place, and that pupils of such schools shall be admitted to such game by tickets to be issued by the principal with a view of giving all pupils of such schools an opportunity to see such games.

**SEC. 139. EXHIBITIONS PERMITTED.]** No social entertainment or exhibition of public character, except the regular school graduation exercises, shall be held in any school building or be participated in by the teachers or their scholars, without the express consent of the Committee on School Management and the committee of the school.

**SEC. 140. APPLICATIONS FOR USE OF BUILDING.]** Public school buildings may be opened after regular school hours to individuals or organizations for such purposes as have distinctively educational value; the question of whether a proposed use of school buildings has an educational value to be determined by the Super-

intendent of Schools. Applications for the use of any school building for other than regular school purposes must be made to the Superintendent of Schools, and such application shall state the following:

- (1) The name of the individuals or organization applying;
- (2) The name of the school building desired;
- (3) The room or rooms desired;
- (4) The nature of the work proposed;
- (5) The class of persons to be reached;
- (6) The dates within which the work shall be carried on;
- (7) The days of the week on which the use of the building is desired;
- (8) The hours during which the use of the building is desired;
- (9) In the case of lectures, entertainments, or meetings, as the case may be;
  - (a) The name of the lecturer;
  - (b) The subject of the lecture;
  - (c) The character of the entertainment;
  - (d) The object of the meeting.

**SEC. 141. SPECIAL EXERCISES IN CHARGE OF INSTRUCTORS.]** In the case of the use of gymnasiums, rooms where instruction in domestic science or manual training is given, and in any other departments where special apparatus is provided, competent instructors must be placed in charge, such instructors to be approved by the Superintendent of Schools. Members of these classes are to be admitted by cards issued under conditions similar to those imposed by the Public Library Board for its borrowing cards.

**SEC. 142. PLAN OF WORK TO BE APPROVED.]** The plan of carrying on the work proposed by individuals or organizations who apply for the use of school buildings after regular school hours, as well as the method of determining the membership of classes formed to meet in any school building, shall be submitted to the Superintendent of Schools for his approval.

**SEC. 143. PARENTS' CLUBS.]** Parents' Clubs may have the use, in the afternoon, once a month, free of charge, of the assembly hall, when not otherwise occupied, and when the same is already heated for school purposes, such use to be approved by the Superintendent of Schools, upon previous request being made therefor, it being understood that there shall be no expense whatever to the Board of Education in connection therewith.



# EDUCATIONAL DEPARTMENT.

## CLASSIFICATION OF SCHOOLS.

SEC. 144. HIGH AND ELEMENTARY SCHOOLS.] The regular Public Schools of the City are hereby classified by grades as High Schools and Elementary Schools.

The course of study in the elementary schools shall be divided into eight grades. Pupils in the highest four grades shall constitute the grammar department, and pupils in the lowest four grades shall constitute the primary department. No change shall be made in the classification of any school except by a majority vote of the entire Board.

SEC. 145. MANUAL TRAINING AND SPECIAL SCHOOLS.] The Board may, when deemed advisable, establish and maintain Manual Training Schools and other schools designed to accomplish special purposes.

SEC. 146. EVENING SCHOOLS.] The Board may, at such times as it deems advisable, establish and maintain evening schools.

SEC. 147. NORMAL SCHOOL.] There shall be a Training School for teachers, composed of such graduates of the Chicago high schools and all other schools of equal grade as may pass the required examination for admission, and which examination shall be conducted by the Superintendent.

SEC. 148. SCHOOLS FOR THE DEAF.] The Board may, as it deems advisable, establish day schools for the education of deaf and dumb children, in charge of teachers skilled in the methods of instructing deaf mutes.

SEC. 149. PARENTAL SCHOOL.] The Chicago Parental School is to be considered a part of the public school system of Chicago.

## SCHOOL YEAR.

SEC. 150. TERMS, FALL, WINTER AND SUMMER.] The school year shall consist of ten months of four weeks each, and shall be divided into three terms, as follows:

*Fall Term:* Beginning upon the first Monday of September and continuing sixteen weeks.

*Winter Term:* Beginning upon the Monday succeeding the first day of January and continuing sixteen weeks.

*Summer Term:* Beginning upon the first Monday of May and continuing eight weeks.

SEC. 151. HOLIDAYS, AND COMMEMORATIVE EXERCISES.] Schools shall be closed on all legal holidays, and upon the day succeeding Thanksgiving Day, and, by order of the President of the Board, they may be closed upon other days, not to exceed three days in any one year.

Upon the afternoons of the school days immediately preceding the holidays commonly known as Washington's Birthday and Decoration Day, suitable exercises shall be held in the several schools, under the direction of the Superintendent, commemorative of these holidays.

## HOURS OF SCHOOL.

SEC. 152. HOURS OF ELEMENTARY SCHOOLS.] The morning sessions of the elementary schools shall commence at nine o'clock, with appropriate singing, and they shall close at twelve o'clock. The afternoon session shall commence at one-thirty o'clock, and shall close at three-thirty o'clock; provided, the Superintendent of Schools may use his discretion in granting requests of principals to change the hours of their sessions whenever, in his judgment, it would be a benefit to the school.

Pupils in the lowest two grades, who attend school both forenoon and afternoon, may be dismissed, either in the forenoon or in the afternoon, not less than one hour before the close of school, provided, that in no case shall all the classes of a division be dismissed at the same time.

SEC. 153. RECESSES IN ELEMENTARY SCHOOLS.] The teachers of the grammar divisions of the schools shall allow a recess each forenoon for all the pupils in their respective divisions of fifteen minutes from the time the pupils leave their seats until again seated; and the teachers of the primary divisions shall similarly allow a recess of not less than fifteen and not exceeding twenty minutes from the time the pupils leave their seats until again seated. Principals may, in their discretion, omit morning recesses, except a short recess for the primary grades; but in such case they shall give to all pupils desiring it an opportunity to leave the room, and shall

close the session fifteen minutes earlier. Whenever pupils are detained in the school room at any recess they shall be permitted to pass out after such recess shall have closed.

**SEC. 154. HOURS OF HIGH SCHOOLS.]** The daily session of the high schools shall begin at nine o'clock A. M., and shall consist of six periods of fifty minutes each, with an intermission of thirty minutes for luncheon.

#### **HOURS OF TEACHERS.**

**SEC. 155. GENERAL HOURS OF.]** The school hours of all teachers shall begin fifteen minutes before each session of the school. In stormy weather and at noon time teachers shall give such additional time as may be required by the Superintendent or by their principals.

**SEC. 156. TARDINESS.]** All teachers shall be at their respective school rooms at the beginning of their school hours, or they shall report themselves tardy. To secure uniformity in this matter the principal of each school shall provide for the ringing of a teachers' bell fifteen minutes before the opening of the school, both forenoon and afternoon.

**SEC. 157. WHEN TO CLOSE ROOMS.]** Teachers shall close their class rooms for the day not later than four o'clock, and shall personally place the keys of their respective rooms in their proper positions on the key-boards.

**SEC. 158. TEACHERS OF HOUSEHOLD ARTS, HOURS OF.]** The hours of teachers of household arts shall be the same as those of other teachers in the elementary schools, except that their afternoon sessions shall begin one-half hour earlier, and that the periods of instruction shall be four of seventy-five minutes each.

**SEC. 159. MANUAL TRAINING TEACHERS PERMITTED EXTRA HOURS.]** Manual training teachers shall be permitted to be in school buildings until 5 o'clock P. M. on school days, and on Saturdays during such hours as the engineer or janitor may be present.

#### **HOURS OF PUPILS.**

**SEC. 160. HOURS FOR, AND ABSENCES.]** The bell of each school shall ring five minutes before the hour for beginning school, by city time, and every pupil not in the school room when the hour arrives, shall be marked tardy. Pupils present less than one-half of the school session shall be marked absent.

#### **ELEMENTARY SCHOOLS.**

**SEC. 161. ADMISSION TO ELEMENTARY SCHOOLS.]** All children whose residence is within the limits of the City, who are

not otherwise disqualified, and who have reached the age of six years, shall be entitled to attend the elementary schools of the district in which they reside. All such children who are not members of the schools at the close of the school year in June, desiring admission at the beginning of the following school year, should make application upon the Saturday preceding the opening of the schools, between the hours of 10:00 A. M., and 2:00 P. M.; but all children who are otherwise qualified shall at all times be entitled to admission within one day after application is made.

**SEC. 162. NON-RESIDENTS.]** Children, whose parents or guardians do not reside within the limits of the City of Chicago, or whose homes are not within such limits shall be considered as non-resident, and shall not be received into any of the public schools of the City, except for special reasons satisfactory to the Committee on School Management. The payment of a tuition fee of fifty cents per week for attendance in the elementary schools, and of \$1.25 per week in the high schools, shall be a condition of the admission of any non-resident pupil. Payment of the proper tuition fee shall be made to the Secretary of the Board for a full term in advance. The Committee on School Management shall have authority to remit the payment of tuition in exceptional cases which seem to the Committee to justify such remission.

**SEC. 163. ADMISSION FROM OTHER SCHOOLS.]** Pupils from other than Chicago public schools may be admitted to any grade on trial, on presenting a principal's certificate of qualification for such grade, such certificate to show that the work of the previous grade has been fully met as prescribed in the Chicago Graded Course of Study, and that the pupil has been in attendance for at least one year at the school from which the certificate was issued.

**SEC. 164. VACCINATION BEFORE ADMISSION.]** No pupils shall be received into any public school without furnishing a physician's certificate that they have been vaccinated or otherwise secured against the smallpox; nor shall pupils who have not been vaccinated or re-vaccinated within seven years be allowed to remain in any school, unless they have had either the smallpox or the varioloid.

**SEC. 165. RESIDENCE IN DISTRICT.]** Pupils shall attend school in the district in which they reside, except when transferred by the Superintendent of Schools.

**SEC. 166. TRANSFER, AND REASONS FOR.]** The following grounds alone will be considered sufficient to warrant a transfer:

First: To relieve a school which has more pupils than seats, in which case transfers may be made to a school which has vacant seats.

Second: To prevent injury to health, from greater distance, from additional flights of stairs, or from other special causes, the probable injury to be determined by the certificate of some well-accredited physician.

Third: For disciplinary purposes, when the good of the pupil or the good of the school makes a transfer desirable.

In the first two cases above named, a certificate of good standing must be presented from the school the pupil desires to leave.

**SEC. 167. TRANSFER CARDS.]** Whenever pupils are passed from one school to another, they shall be required to present to the principal of the school which they enter a regular transfer card from the principal of the school which they have left. They shall then be allowed to enter a class in the same grade as that in which they have been.

**SEC. 168. HOURS FOR PUPILS AND ABSENCES.]** The bell of each school shall ring five minutes before the hour for the beginning of school, by city time, and every pupil not in the school room when the hour arrives, shall be marked tardy. Pupils present less than one-half of the school session shall be marked absent.

**SEC. 169. NOTICES OF ABSENCES.]** Teachers shall send warning notices to parents or guardians in all cases when absences amounting to four half-days within four consecutive weeks have been recorded against any of their pupils, and such notices shall be sent on or immediately after the fourth half-day of absence.

**SEC. 170. SUSPENSION FOR ABSENCE.]** Every pupil who shall be absent six half-days in four consecutive weeks, without an excuse from the parent or guardian, given either in person or by written note, satisfying the teacher that the absences were caused by sickness of the pupil, by sickness in the family, by a bona fide desire to avoid serious and imprudent exposure, or by other inevitable necessity, shall forfeit membership in the school; and the principal of the school shall forthwith notify the parent or guardian, and, in special cases, the Superintendent, of such forfeiture of membership by absence. No pupil shall be allowed by the principal to resume connection with the school until the parent or guardian

has furnished the necessary excuse or has given satisfactory assurance to the principal, and in special cases, to the Superintendent, that the pupil will be punctual in the future.

In the application of the foregoing rule, leaving school without permission, or two tardinesses, shall be regarded as the equivalent of one absence; absence or dismissal for religious instruction or upon a day held sacred by the parents, shall be counted as an absence for sickness, provided a written request for such absence or dismissal shall have been previously sent by the parent or guardian to the principal of the school.

**SEC. 171. DROPPING PUPILS FROM ROLLS.]** All pupils, not known to have permanently withdrawn, shall be considered as members of their respective schools for three days after their last attendance, at the expiration of which time their names shall be dropped from the roll. Pupils whose absence shall be known to be due to withdrawal from the school shall be immediately dropped from the roll, and the dates of withdrawal shall be marked thereon.

**SEC. 172. ADVANCEMENT, AND CHANGE OF GRADE.]** No pupils shall be advanced from one grade to another, except by special permission from the Superintendent, until they are able to sustain a thorough and satisfactory examination by the principal on all the branches of the grade from which they are to be transferred. In all grades above the first the examination should be both oral and written.

No report of the examination of pupils in drawing, singing or German shall be considered in making up the average for promotion from room to room or from grade to grade in the elementary schools.

Pupils may be sent into the grade next below the grade to which they belong, whenever their scholarship falls below the standard fixed for admission to the latter grade, but such pupils may be permitted to regain their lost position within one month, if their scholarship warrants it.

**SEC. 173. MONTHLY REPORTS TO BE GIVEN.]** All pupils in the grammar department, shall receive a monthly report of their respective standings in attendance, scholarship and deportment. Such report shall each month be returned, duly signed by the parent or guardian, to the teacher, until the end of the term, when they shall be given to the pupils for permanent keeping.



**SEC. 174. ANNUAL EXAMINATIONS.]** All the pupils of all the schools may be subjected to an annual examination, to be held at such time and conducted in such manner as the Superintendent may direct.

**SEC. 175. PRIZES AND DIPLOMAS.]** No prize shall be awarded to a pupil who has not been a regular attendant upon the public schools for at least two full terms of the year immediately preceding. In all the schools the awards shall be made as far as practicable to the pupils in the highest class of the Eighth Grade. Each eighth grade class prepared for admission to the high schools shall receive one or more Foster Diplomas, to be awarded to the pupils in said class who shall rank highest in scholarship, deportment and attendance for the year, the number of diplomas for each school to be determined by the Committee on School Management.

Provided, that pupils' absence from school on account of a religious holiday shall be considered a valid excuse and shall not count against their record in the distribution of medals and honor diplomas.

**SEC. 176. PRESENTS AND EXPENSES AT GRADUATION.]** No flowers or presents of any sort shall be given to graduates at their commencement exercises, and every effort shall be made to confine the expense incident to such graduating exercises to an amount within the means of such graduates.

**SEC. 177. CONDUCT OF PUPILS.]** All pupils shall obey cheerfully the requirements of their teachers. They shall be cleanly in personal dress, polite in conduct, truthful and chaste in language, and studious during the school hours. They shall be punctual in attendance, correct in deportment, and in case of absence or tardiness they shall bring a written excuse from parent or guardian not later than the session following such absence or tardiness. They shall be quiet and respectful in the streets about the school premises. They shall not mar, deface, nor injure in any manner whatever the desks or furniture of the school rooms, the walls or ceilings of the school buildings, nor the stairways, fences and outbuildings upon school premises. They shall provide themselves with all needed books within one week after notice to that end shall have been given.

**SEC. 178. SUSPENSION AND EXPULSION.]** For wilful violation of any of the above requirements, pupils may be suspended by the principal for a term not exceeding one month, and, under the advice of the Superintendent, for a longer time; and for repeated

violation of the same they may be expelled from school, by a vote of the Board.

**SEC. 179. PUNISHMENT.]** No corporal punishment of any kind shall be inflicted in any of the schools of the city; and whenever, after sufficient trial, the continuance in school of any pupil shall be found incompatible with the welfare of the school, the pupil shall be deemed to have forfeited his or her right to the benefits of the school, and shall be suspended from membership. This rule forbidding corporal punishment shall be held to extend to and embrace all acts and delinquencies of pupils occurring before or after school hours and while going to and from the school buildings.

**SEC. 180. BOOKS, SLATES AND UTENSILS.]** No pupil shall be allowed to retain connection with any public school, unless provided with books, slate and other utensils required to be used in the class to which he or she belongs. But no pupil shall be excluded for lack of such articles until the parent or guardian shall have been furnished by the teacher with a written list of books or articles needed, and one week shall have elapsed after the furnishing of such list without the necessary provisions having been made for such pupil.

**SEC. 181. CLEANLINESS.]** Any children coming to school without proper attention having been given to the cleanliness of their personal dress, or whose clothes need repairing, shall be sent home by the principals, to be properly prepared for the school room.

**SEC. 182. CONTAGIOUS DISEASES.]** No pupils affected with any communicable disease, or living in any building with persons thus affected, shall be allowed to remain in any of the public schools.

Whenever a truant officer, medical inspector, health inspector, or principal of a school discovers that any child is absent from school on account of a contagious disease at the home of such child, or that a contagious disease exists in the house of any child attending school, such fact shall be at once made known to the principal of the school, and it shall be the duty of the principal to exclude, temporarily, all children in the family in which the disease exists, until all danger of contagion is past, and the principal and medical inspector shall adopt such precautionary measures as they deem best to protect the health of the school children.

### **KINDERGARTENS.**

**SEC. 183. HOURS.]** The hours for the opening and closing of kindergartens shall correspond with those hours for the rest of the



school. Kindergartens shall be in session all day, caring for separate divisions of pupils in the morning and afternoon; provided, that where the same teachers have charge of kindergartens in two schools, each school shall have morning session for one-half of the time during the year.

SEC. 184. ADMISSION.] Kindergartens in the public schools, wherever located, shall be considered as centers to which all children of kindergarten age, whether they live in the district or not, may be eligible; provided, that children between five and six years of age shall be accommodated before those between the ages of four and five years; and provided, that as the morning session is an hour longer than the afternoon session, the older children shall be admitted to the morning session, and the younger children to the afternoon session, but no children shall attend more than one session each day.

SEC. 185. INDEPENDENT KINDERGARTENS.] Kindergartens placed in the public schools and supported independently of the Board of Education shall be under the management of kindergarten teachers holding regular certificates given by the Board of Education, and such kindergartens when organized shall be open to the children of the neighborhood in which the school is located, on the same conditions applying to public kindergartens supported by the Board of Education, and no children of legal age who may seek admission to any of said kindergartens shall be denied entrance on the ground that they do not contribute to the maintenance of said kindergartens.

SEC. 186. VOLUNTEER KINDERGARTEN CADETS.] The kindergarten colleges and training schools of Chicago are permitted to send three volunteer kindergarten cadets to each of the public school kindergartens now in operation, who shall be assigned by the Superintendent.

## TEACHING AND SUPERVISION.

SEC. 187. SUPERINTENDENTS AND TEACHERS.] The regular supervision and instruction of the schools shall be committed to the Superintendent, assistant superintendents, district superintendents, supervisors, special teachers, principals of schools, and a corps of regular teachers.

SEC. 188. TIME FOR APPOINTMENT OF SUPERINTENDENT.] When there is a vacancy in the office of Superintendent, a su-

perintendent shall be elected at a meeting of the Board anterior to the end of the fiscal year, and for a term of five years.

SEC. 189. TIME FOR APPOINTMENT OF PRINCIPALS AND TEACHERS.] All assistant superintendents, district superintendents, supervisors, special teachers, principals, and teachers shall be elected at the last regular meeting of the Board in June of each year, or as soon thereafter as may be practicable, and a majority vote of the entire Board shall be necessary to elect any of them. At such annual election all special teachers, all principals, and other teachers, who have not been notified of unsatisfactory work during the preceding year, shall be declared elected for the ensuing year.

SEC. 190. TERM OF OFFICE.] All school employes, when elected, shall, unless sooner removed, hold their positions until the close of the school year for which they shall have been elected, but they shall be subject to removal and discharge with or without cause at the pleasure of the Board and in conformity with the rules of the Board, upon a majority vote of the Board.

SEC. 191. METHOD OF APPOINTMENT AND ASSIGNMENT.] The Superintendent, assistant superintendents, district superintendents, supervisors, special teachers, principals, and teachers in high schools shall be chosen by ballot. Assignment of teachers in the elementary schools shall be made by the Superintendent from an eligible list as hereinafter provided.

SEC. 192. POSITIONS OF PRINCIPALS AND TEACHERS, PERMANENT.] All assistant superintendents, district superintendents, supervisors, principals, special teachers, and regularly elected and assigned teachers shall, after their election or appointment, hold their positions permanently, subject, however, to the operation of the probation rule and the certificate rules, and subject also to transfer by the Superintendent from grade to grade and from school to school, whenever he deems it necessary for the good of the service, and subject also to such form of appointment by the Board of Education, or its authorized agents, as may be necessary to comply with the requirements of the statutes.

## SUPERINTENDENT OF SCHOOLS.

SEC. 193. GENERAL DUTIES.] The Superintendent of Schools shall have the supervision of all the public schools, the school equipment, apparatus, and libraries, as well as of all

teachers and pupils. He shall devote himself exclusively to the duties of his office, and shall keep regular office hours, other than school hours at an office provided for that purpose at the rooms of the Board.

SEC. 194. RECORDS OF TEACHERS.] He shall carefully observe the teaching discipline in the public schools, and shall keep a careful record, by means of a ranking system or otherwise, of the result of such observation, and shall promptly report to the Board or to the proper committee thereof whenever any of such teachers appear to him deficient or incompetent in the discharge of their duties.

SEC. 195. REPORTS ON PRINCIPALS AND TEACHERS.] He shall furnish to the Committee on School Management from time to time the names of principals, special teachers, and other teachers whose work for any reason has been unsatisfactory during the preceding month; and at the first meeting in the month of May, he shall similarly furnish such committee with the names of all special teachers, principals and other teachers previously reported who have not shown a satisfactory improvement in their work.

SEC. 196. PROBATION OF TEACHERS.] He shall give notice to district superintendents, principals, head assistants, teachers, and cadets, whose services are unsatisfactory; and if after four months sufficient improvement has not been made by said district superintendents, principals, head assistants, teachers, or cadets, they shall be dropped from the schools by the Superintendent, who shall immediately notify the Board of Education of the reasons therefor; provided, that teachers and cadets shall be entitled to at least one transfer before being dismissed. The action of the Superintendent in dropping such incompetent district superintendents, head assistants, principals, teachers and cadets shall be final, unless reversed by the Board of Education, within one month of the time when such report of the Superintendent is received.

SEC. 197. MAY GRANT LEAVES OF ABSENCE.] He shall have power to grant to teachers leaves of absence from school for any satisfactory reason, but no such leave shall be granted for a period longer than one term, and any teacher remaining absent for a longer time than one term shall be deemed to have resigned. He shall have authority to grant leaves of absence for a period of one year to successful teachers who wish to continue their studies in colleges, universities and higher institutions of learning.

SEC. 198. MAY SUSPEND TEACHERS.] He shall also have the power, with the concurrence of the committee of the schools directly concerned, to suspend teachers temporarily, whenever the interests of these schools demand such action, and he shall at once report any such suspension to the Board, and also to the President, who, pending a regular meeting of the Board, may, if he deems necessary, take action upon such suspension, either by confirming it, or by reinstating the suspended teacher; and no principal or teacher so suspended shall be entitled to compensation until reinstated by the President or by a majority vote of the whole Board.

SEC. 199. SUSPENSION BY REASON OF DISEASE.] He shall have authority to temporarily suspend any teacher or principal from duty who appears to him to be afflicted with any disease which would either expose the pupils to the dangers of infection or have a tendency to retard the progress of school work, or affect discipline; provided, that in doubtful cases, or whenever the Superintendent deems it advisable, such persons may be subjected to a free medical examination by two of the physicians on the list of medical inspectors; and provided, that such teachers or principals may be reinstated in their positions according to the rules of the Board upon presenting from such medical inspectors certificates as to their recovery; and provided, that if the report of such infectious or contagious disease prove incorrect, the suspended teacher shall suffer no loss of pay; and provided, that if it be found that teachers are afflicted with any disease their salary shall be determined by the rules and regulations covering the payment of salaries of teachers absent on account of illness.

SEC. 200. ASSIGNMENT OF ELEMENTARY TEACHERS.] He shall make assignments of teachers in elementary schools from the list of appointments for assignment made by the Board from time to time, and shall report the same to the Board at the first meeting of each month for action thereon. He shall examine all applicants for certificates to teach in the various departments of instruction, and shall report the names of teachers holding regular certificates whom he can recommend for appointment to positions to the Committee on School Management, and when approved by the Board he shall have power to assign such teachers to positions, as vacancies may occur.

SEC. 201. RECOMMEND APPOINTMENTS OF PRINCIPALS, ETC.] Whenever there is a vacancy in the position of prin-



principal, supervisor, head assistant, or teacher, which is required to be filled by election by the Board, the Superintendent shall make his recommendation in writing to the Committee on School Management, and when approved by them it shall be presented to the Board for approval or rejection.

**SEC. 202. SHALL DETERMINE FORM OF RECORDS.]** He shall determine the form of all blanks and blank books to be used in the public schools of this city in keeping the records of attendance, etc., and shall see that a uniform system is observed by all principals and teachers in the keeping of such records and in the books and forms used for that purpose.

**SEC. 203. ATTEND MEETINGS OF THE BOARD.]** He shall attend all meetings of the Board, and shall keep the Board constantly informed of the condition of the public schools and of any changes desirable therein.

**SEC. 204. ANNUAL REPORT.]** A general report of the condition of the schools shall be prepared by him at the close of each school year for publication.

**SEC. 205. TRANSFER OF TEACHERS.]** He shall have the power to transfer teachers from one school to another, or from one room to another in the same school. A teacher having been assigned to, and having accepted a position in the schools of the city, shall not be transferred to another school during the current school year, except for the good of the service. No teacher shall be granted more than one transfer during the school year, except for the good of the service.

**SEC. 206. REPORT ON INEFFICIENCY.]** He shall furnish to the Committee on School Management from time to time the names of special teachers, principals, and other teachers, who have been deficient or incompetent in the positions to which they have been elected or assigned. At the first meeting in June he shall report to the Committee in writing all names of any whose services have been so unsatisfactory that the interests of the school demand their dismissal, with a statement of the reasons.

**SEC. 207. REPORT MARRIAGE OF TEACHERS.]** The Superintendent shall report the names of all teachers who are married while in the service of the Board.

#### **ASSISTANTS, DISTRICT SUPERINTENDENTS AND SUPERVISORS.**

**SEC. 208. GENERAL DUTIES.]** The assistant superintendents of schools, district superintendents, and supervisors, shall in the per-

formance of general duties, in the matter of office work, be under the immediate direction of the Superintendent, who shall have authority to arrange their work and to supervise and control their action consistently with the rules and requirements of the Board. They shall assist the Superintendent in the performance of his duties, shall be governed by the same rules, so far as such rules are applicable, and they shall each report to him regularly. They shall also report directly to the Board, whenever such action may be required.

#### **PRINCIPALS.**

**SEC. 209. GENERAL DUTIES.]** The principals of the several schools shall devote themselves exclusively to the interests of their respective schools. They shall receive all applications for admission, examine all pupils for promotion from grade to grade, supervise the work of the assistant teachers, and attend to all cases of special discipline and of forfeited membership, as well as to the restoration of suspended pupils. They shall give personal attention to the protection, health and comfort of their pupils in the school buildings and on the school grounds, and shall see that the school buildings are opened at the proper time, are kept properly cleaned, warmed and ventilated, in strict conformity with the rules and regulations of the Board in relation thereto, and that all regulations adopted by the Board with reference to their schools, the teachers, principals, engineers and janitors thereof, are faithfully carried out. They shall devote from one-quarter to one-half of their time each day to regular class instruction. They shall at all times exercise a vigilant supervision over all school property within their respective buildings, and it shall be their duty to report at once to the Business Manager any loss thereof or damage thereto, with full particulars of the occurrence.

**SEC. 210. RECORDS OF PUPILS.]** The principal and all teachers of each school shall keep such records as will show the attendance, scholarship and deportment of the pupils, embracing the date of each admission and discharge, the age and residence of each pupil, the name of parent or guardian, the total number of different scholars enrolled, the average daily attendance, and the number of tardinesses. All the teachers shall also preserve a permanent record of the time when the pupils under their immediate charge enter and leave school, and the amount of time lost by them during the school hours.



SEC. 211. MONTHLY REPORT.] Principals shall report to the Superintendent, upon the Monday succeeding the close of each school month the condition of their several schools, and shall make an annual report at the close of the year, in accordance with the requirements of the Board, upon blanks furnished for the purpose. They shall report from time to time any refusal on the part of teachers or pupils to comply with the regulations of the Board, after due and proper admonition.

SEC. 212. REPORT ABSENCES OF TEACHERS.] They shall report to the Superintendent every absence of a teacher for a period of two school days or more. In cases of necessary absence principals shall notify the Superintendent in advance, if possible, but always at the earliest practicable moment; and the same rules with reference to forfeiture of salaries shall apply to the absences of principals as to those of other teachers.

SEC. 213. SALARY SHEETS.] The principal of each school shall send to the Secretary of the Board, immediately after the opening of the morning session of the last day of each school month, except the school months of December, April and June, a report of the attendance of every teacher, substitute or cadet employed in the school in charge of such principal, during the entire month just passed, on blanks to be furnished for this purpose, stating the time given by and amount due each teacher, substitute or cadet for services rendered during the term, together with all other information called for on such blanks, giving such information as to the absences of teachers and others as will enable the Secretary to verify the amount reported as due them. The reports for the school months of December and April shall be sent to the Secretary immediately after the opening session of the morning of the last day of the third week of these months, and any absences occurring during the last week of these months shall be reported on the salary sheet for the succeeding month. The report for the month of June shall be sent immediately after the opening of the morning session of the third Wednesday of the month. These reports of attendance of teachers or salary sheets shall be sent so as to insure their delivery at the office of the Secretary by noon of the days above mentioned.

SEC. 214. DUTIES AS TO SALARY WARRANTS.] The salaries of the teachers as fixed by the Board shall, when sufficient funds are in hand for their payment, be paid in monthly installments. The salaries paid

shall in all cases be for the time of actual service, each week being taken as one-fortieth part of the school year, each year commencing at the opening of the fall term. The principal of each school shall, from time to time, at such times and places as shall from time to time in notices to be by him or her received, call for and receive from the Secretary, giving his or her receipt therefor, a warrant for the payment of the salaries of the various teachers in the school of said principal. The principal in each instance shall deliver to the teachers named in the pay roll so received, in person, the warrant payable to such teacher, taking upon said pay roll a proper receipt for the amount of the warrant so delivered, and return such pay roll to the Secretary within seven days after receiving it. Failure on the part of a principal or his authorized assistant, to make a correct return as indicated will warrant the holding of the pay roll until the ensuing monthly pay-day.

SEC. 215. SIGN AGE AND SCHOOL CERTIFICATES.] It shall be the duty of principals of public schools to sign age and school certificates under authority delegated by the Superintendent of Schools.

SEC. 216. MAY SUSPEND PUPILS TEMPORARILY.] The principals shall have authority to suspend any pupil temporarily for a term not exceeding one month, for wilful violation of any of the duties of pupils. Every such suspension shall be immediately reported to the Superintendent, with a full statement of the facts constituting the grounds for such suspension. The Superintendent shall have authority to review the decision of the principal and may at his discretion restore the suspended pupil.

SEC. 217. TO CO-OPERATE WITH JUVENILE COURT.] The principals of schools shall co-operate with the Juvenile Court of Cook County, by forwarding to said Court reports, on the blanks furnished by the Court for that purpose, of any wards of said Juvenile Court who at that time may be on probation in their schools.

SEC. 218. DUTIES AS TO BOOKS FOR INDIGENT PUPILS.] Principals shall have charge of the furnishing, from the special funds, of books for indigent children. Whenever principals have satisfactory information that the parents or guardians of pupils are unable to supply the necessary text books, it shall be their duty to obtain from time to time the necessary number of books of the various kinds to properly supply such pupils. All books fur-

nished from the special funds for the use of indigent children shall be delivered to the principals on their written order, and shall be returned to the teachers by the pupils at the end of each term. All such books shall be stamped, "Chicago Public Schools." The principals shall record, in a book provided for that purpose, the name of each pupil to whom a book is furnished from any of the special funds, the title of the book, date of delivery and date of return, and this record shall at all times be open to the inspection of the members of the Board. They shall render to the Business Manager, at the end of each calendar year, an account of all books so furnished, and the account shall embrace the whole number of each kind of books received from the fund during the year, the number of each kind loaned to pupils, the number of each kind returned to principals, and the number of each kind remaining in the hands of teachers.

**SEC. 219. SHALL HAVE CHARGE OF SCHOOL LIBRARIES.]** The principals shall have charge, of the drawing by pupils of books from the public library, and of the use by the pupils of the school libraries.

**SEC. 220. SHALL NOT PERMIT ADVERTISING.]** Principals shall not read or circulate in the schools any advertisement of any kind whatever, and shall not permit any person the privilege of exhibiting to teachers or pupils in the school room any book, map or other article, or of reading or announcing in any form any advertisement or notice of any advertisement, or of distributing upon school premises any books, tracts, or other publications.

**SEC. 221. SHALL EXCLUDE CANVASSERS.]** No publisher or dealer in any book, map, chart, set of blocks or other educational appliances, or agent of any such publishers or dealer shall be admitted to any school building for the purpose of selling such book, map, chart, set of blocks or other educational appliances, or in any way promoting the sale thereof, without a special order of the Board of Education.

**SEC. 222. SHALL NOT FURNISH NAMES OF PUPILS.]** Principals and teachers are forbidden, either during school hours or in vacation time, to give out the names and addresses of pupils, for advertising purposes, except upon an order of the Board.

**SEC. 223. MONTHLY MEETINGS.]** The principals shall hold regular meetings upon the first Saturday of each school month, for coun-

sel with each other and with the Superintendent and district superintendents upon matters pertaining to school work, and at such other times out of school hours as the Superintendent may appoint.

## HEAD ASSISTANTS.

**SEC. 224. GENERAL DUTIES.]** The head assistants shall take charge of the first division of their respective schools. They shall give special aid to the principals, and in the absence of the principals shall take charge of the schools and act as principals.

**SEC. 225. FREE HEAD ASSISTANTS.]** In schools having an average membership of 1,400 pupils or over, the head assistant may be freed partly or wholly from the responsibility of taking charge of a room; provided, that when sixty per cent or more of the pupils of the school are absent on a religious holiday such absences shall not be considered in computing the average number necessary to entitle a school to such free head assistant.

**SEC. 226. WIFE OF PRINCIPAL NOT HEAD ASSISTANT.]** No teacher shall be elected to the position of head assistant in a school of which the husband of such teacher shall be principal.

## TEACHERS.

**SEC. 227. GENERAL DUTIES.]** The several teachers, excepting only the head assistant, shall take charge of the divisions of the schools to which they may be assigned by the Superintendent, and they shall be held responsible for the instruction and discipline of such divisions. Head assistants and teachers shall devote themselves exclusively to the duties of their schools during school hours, and shall use every available means for their own improvement in the work of instruction and discipline. They shall attend faithfully upon such meetings as may be called by the Superintendent, not exceeding one-half day each month, outside of the regular school days, for counsel and mutual improvement. They shall maintain a firm but kind discipline in the schools by the use of such means as a wise head, a forbearing and patient spirit and a loving heart can approve, and shall refer to the principal special cases of disobedience or improper conduct, after their own efforts to correct the offenders have failed. They shall render such assistance in the care of pupils passing through the halls at the opening and closing of schools and at recess, and in the care of pupils who remain at noon, as may be required by the principal. It is particularly enjoined upon all



teachers that they devote their time faithfully to a vigilant and watchful care over the conduct and habits of the pupils during the time for relaxation and play before and after school and during the recesses, both in the school buildings and on the play grounds.

SEC. 228. RECORDS AND MONTHLY REPORTS.] They shall make a faithful daily record, upon the class books and the diaries, of all items required in their divisions, and shall make, before leaving the school building upon the last Friday of each school month, an accurate monthly report to the principal in accordance with the instructions contained in class books and in monthly report blanks. All work upon class books except the daily record must be done outside of school hours.

SEC. 229. REGULATION OF TEMPERATURE.] In the season for fires teachers shall observe carefully the state of the thermometers, and endeavor to keep the temperature of the rooms from 65 degrees to 70 degrees Fahrenheit. If in any case the temperature is found to rise above 70 degrees measures shall immediately be taken to reduce it; and if it is found to be below 65 degrees, measures shall immediately be taken to raise it. The thermometer should be located at a height of from three to five feet from the floor.

SEC. 230. SHALL EXCLUDE PARTISAN AND SECTARIAN QUESTIONS.] All teachers shall endeavor to prevent the introduction of questions of a sectarian or partisan character, into their schools.

SEC. 231. NOT TO ADVISE PURCHASE OF UNAUTHORIZED BOOKS.] They shall not require nor advise any pupil to purchase, for use in the schools, any book, pamphlet or publication not contained in the list of books directed and authorized by the Board.

SEC. 232. CONTRIBUTIONS AND PRESENTS.] They shall neither solicit nor accept contributions from pupils, either in money or kind, unless authorized to do so by the Board or by the school committee of their schools. They shall not receive any presents from the pupils, nor make presents to their principals, to the Superintendent, assistant superintendent, district superintendents, supervisors, or special teachers.

SEC. 233. VISITING OTHER SCHOOLS.] Teachers may visit other divisions of the same grade as their own for the purpose of improvement, not exceeding in all two half-days in any one year, but only with the consent of their respective principals; and no divisions shall be dismissed during the time of such visits. In

all cases of visiting other schools, the full school time must be spent.

SEC. 234. TRANSFERS BY SUPERINTENDENT.] Teachers may be transferred from one school to another or from one room to another in the same school by the Superintendent of Schools. A teacher having been assigned to and having accepted a position in the schools of the city shall not be transferred to another school during the current school year, except for the good of the service. No teacher shall be granted more than one transfer during the school year, except for the good of the service.

#### ABSENCES.

SEC. 235. NOTICES TO PRINCIPAL.] Whenever any teacher shall be temporarily absent from school, it shall be the duty of such teacher to send notice forthwith to the principal, with a statement of the reason therefor, and of the probable time of such absence; and if any doubt exists in respect to the time of return then the teacher shall afterwards send seasonable notice to the principal of the time of return. When a teacher returns to a school after a temporary absence, and fails to send notice as required above, in time to save the substitute the trouble of going to the school, the substitute shall receive pay for one-half day, and the same shall be deducted from the pay of the teacher.

SEC. 236. SALARY DURING ABSENCE.] All teachers when absent from school shall forfeit their salary during the continuance of such absence, except when the absence is occasioned by the sickness of the teacher or by the death of some near relative. In such cases a teacher or principal in the elementary schools shall forfeit one dollar and fifty cents (\$1.50) for each day's absence. A teacher or principal in the high schools shall forfeit two dollars (\$2.00) for each day of such absence. Compensation shall cease after an absence of two weeks; and where teachers are absent for nearly two weeks, and then return to their school temporarily and for the apparent purpose of avoiding the effect of two weeks' continuous absence, and thereafter absent themselves again, the entire period of such absence shall be treated as continuous. No teacher shall receive pay for absence occurring at the commencement of a school year.

SEC. 237. PLACED UPON UNASSIGNED LIST.] The Superintendent of Schools shall be authorized to place the names of teachers who are absent from their school duties without leave, for a period longer than two weeks,



on the unassigned list; provided, that the fact of such absence without leave shall have been brought to the attention of the teacher in question, and that he or she shall have had a reasonable opportunity, after such notification, to make application for leave of absence.

### **APPOINTMENT AND ASSIGNMENT.**

**SEC. 238. APPOINTMENT AND PROMOTION IN GENERAL.]** Whenever the Superintendent shall recommend the appointment and promotion or transfer of any principal, teacher or cadet, he shall file with the Committee on School Management his reasons for such appointments, promotions, transfers or dismissals, and all written communications received by him or any district superintendent or principal in connection with such appointment, promotion or transfer, by oral communication with the Superintendent or any district superintendent or principal. Whenever the Committee on School Management shall ratify or confirm any recommendation of the Superintendent, as aforesaid, and shall report the same to the Board, said report shall be accompanied by all papers on file with the Committee, as herein provided. All papers relating to the appointment, promotion and transfer of principals, teachers or cadets, after they shall have been reported to the Committee on School Management and to the Board, as provided by the rules, shall be filed in the office of the Superintendent, and remain in his custody. No principal, teacher or cadet shall be appointed, promoted, or transferred, without a written recommendation from the Superintendent of Schools. In no instance shall the Superintendent be required to obtain the concurrence of any district committee, before making any appointment, assignment or transfer of principals, teachers or cadets. No member of the Board shall recommend any principal, teacher or cadet for appointment, promotion or transfer, to the Superintendent or any district superintendent, unless requested in writing by the Superintendent to do so. No person under the age of nineteen shall be appointed to a position as a teacher. The Committee on School Management shall give preference to unmarried women and widows over married women, in making assignments, and no woman with a child under two years of age shall be appointed to a position as a teacher, and the position of any woman who is pregnant shall be declared vacant.

**SEC. 239. ASSIGNMENT IN ELEMENTARY SCHOOLS.]** Assignments of teachers in the elementary schools shall be made by the

Superintendent from the list of appointments for assignment made by the Board from time to time. All persons holding partial certificates, and who have never taught, shall be assigned by the Superintendent to some school where they shall act as cadet teachers for four months. They shall observe the work of the regular teachers, teach classes which may be assigned to them each day, substitute for absent teachers, and acquire the power to instruct and manage a room successfully. After four months all cadets who have been successful in their work shall, on recommendation of the Superintendent, be placed on the list for appointment, to be assigned in accordance with the rules when vacancies occur. Experienced teachers who hold valid certificates to teach in the elementary schools, and who have never taught in the public schools of Chicago, shall serve satisfactorily in the schools as substitutes for at least four months before they shall be assigned.

**SEC. 240. PENSIONED TEACHERS NOT PLACED ON LIST.]** Former teachers in the public schools of Chicago who have been retired by the Board of Trustees of the Public School and Public School Employees' Pension and Retirement Fund, and are now receiving an annuity from said Fund, shall not again be placed on the list for appointment as regular teachers or as substitute teachers in the public schools of Chicago, nor shall said teachers be assigned as substitute teachers or as regular teachers to any position in the city schools.

**SEC. 241. CLASSIFICATION OF ELIGIBLES.]** Assignments in the elementary schools shall be made from a general list of eligibles, consisting of the following classes of teachers:

- (1) Former teachers in the city schools who hold valid certificates;
- (2) Graduates of the Normal School, who have completed their cadetship satisfactorily;
- (3) Experienced teachers from outside the city who hold valid certificates and have completed four months of satisfactory substituting.

**SEC. 242. METHOD OF ASSIGNMENT.]** Eligible teachers of the above mentioned classes shall be placed on the list for assignment and assigned therefrom in the order of their standing as indicated by marks of scholarship and efficiency, without regard to date of certificate, except as provided below. Cadets and substitutes shall be placed upon the general list for assignment whenever they become eligible in the relative positions to which they are entitled by their marks in scholarship

and efficiency. When two or more teachers attain the same mark, preference in relative standing shall be given to those teachers holding certificates of earlier date. The mark determining each teacher's standing upon this list shall be the average of two marks in each case, as follows:

(1) Former Teachers.

(a) Average efficiency mark during the last year of service as teacher; and

(b) Average efficiency mark as substitute since application for re-assignment.

(2) Cadets.

(a) Scholarship average at graduation from the Normal School; and

(b) Average efficiency mark as cadet during the term of cadetship.

(3) Experienced Teachers.

(a) Average standing in the examination at which a certificate was secured; and

(b) Average efficiency mark as a substitute during the term of substitute service.

Teachers should not break contracts in order to accept positions in Chicago; but teachers waiving assignments on account of prior contract will not forfeit their rights for future assignments, and will be entitled to remain upon the list of eligibles in the relative positions to which their marks entitle them. The eligible list prepared as indicated above shall be kept in the Superintendent's office, and be open to the public.

### CERTIFICATES.

SEC. 243. TEACHERS MUST HAVE CERTIFICATES.] Teachers shall not be appointed to any positions without proper certificates for such positions, nor shall they be advanced to any positions higher than those for which they have been examined, without additional examination and proper certificate for such advanced position.

SEC. 244. NORMAL SCHOOL GRADUATES ENTITLED TO.] Graduates of the Chicago Normal School who have been admitted by the Board of Education shall receive partial certificates to teach in the elementary schools, after they shall have passed a physical examination.

SEC. 245. OTHERS MUST PASS EXAMINATION.] All other candidates for positions as teachers shall be required to pass an examination conducted with special reference to the positions for which they shall be candidates. In addition to passing the usual academic examination, all applicants for certificates shall be required to pass a physical examina-

tion. On passing such examinations, and on recommendation of the School Management Committee, they shall receive from the Board a certificate designated a partial certificate, showing their qualifications for the positions for which they have been examined.

SEC. 246. PERMANENT AND PARTIAL CERTIFICATES.] Partial certificates shall expire at the end of one year, unless renewed by the Superintendent of Schools. The Superintendent of Schools may renew such certificates at the end of the second year of experience, if the success of the holder seems to warrant it, and at the end of the third year of successful experience, permanent certificates shall be granted to teachers who have met the requirements of the three years of trial. All temporary certificates shall be filed with requests for renewal, at the end of the first and second years, with the Superintendent of Schools, and unless renewals are granted the holders of such certificates shall not be permitted to serve as teachers or substitutes in the schools of Chicago.

SEC. 247. FAILURE TO SERVE INVALIDATES.] No principal's or teacher's certificate shall be valid at any date, unless the holder thereof shall within three years next preceding such date have rendered service as an assigned and regular principal or teacher in the public schools of the City of Chicago or in schools of equal grade elsewhere; provided, that in determining such period of three years, the time during which the holder of such certificate shall have been a regularly matriculated student in and in attendance at some reputable institution of higher learning shall not be included, and that said period of three years shall not be extended on account of the illness of the holder of such certificate, or for any other reason whatever, except as herein provided. And provided, further, that the Superintendent of Schools shall have the power to extend said period of three years in the case of teachers who at the expiration of said period are duly qualified and ready for assignment under the rules of the Board, but in no case shall such extension of said period be for a time longer than one year.

SEC. 248. RENEWALS OF LAPSED CERTIFICATES.] Former teachers in the city schools whose certificates have lapsed on account of absence and whose efficiency marks as teachers were eighty per cent or over and who shall pass a satisfactory physical examination, shall be admitted to the Normal School, and on the successful completion of a year's



work in the Normal School, they shall be granted elementary teachers' certificates.

### **EXAMINATIONS FOR CERTIFICATES.**

**SEC. 249.** SHALL BE CONDUCTED BY SUPERINTENDENT.] The Superintendent shall examine all applicants for certificates to teach in the various departments of instruction, and shall report to the Board the names of the successful candidates.

**SEC. 250.** SHALL BE IN PRIVATE.] Examinations shall be conducted in the absence of spectators, except members of the Board of Education, and a record thereof shall be kept in the office of the Superintendent for inspection by members.

**SEC. 251.** GENERAL QUALIFICATIONS AND REQUIREMENTS OF CANDIDATES.] A candidate must be at least nineteen years of age. A candidate for any grade of certificate must have had the experience as a successful teacher specified under the head of that certificate. Official credentials, containing all the information required of the candidate, must be filed with the Superintendent of Schools, before a card of admission to the examination will be issued. An examination in any subject may include questions as to methods of teaching. Candidates for each kind of certificate will be examined upon the subjects mentioned in connection with that certificate in the statement given below. Candidates who take the examination for principals of elementary schools or teachers of high schools, or equivalent examinations, will be expected to attain a general average of eighty per cent. Candidates in other examinations will be expected to attain a general average of seventy-five per cent. In all examinations, a minimum mark of fifty per cent in every subject will be expected.

**SEC. 252.** CLASSIFICATION OF CERTIFICATES.] The following are the kinds of certificates for which examinations are held:

- (1) Principals of elementary schools.
- (2) Teachers in elementary schools.
- (3) Teachers of German in elementary schools.
- (4) Teachers in high schools.
- (5) Teachers of German, French and Spanish in high schools.
- (6) Teachers of commercial subjects in high schools.

Special Certificates:

- (7) Teachers in the Kindergartens.
- (8) Teachers of Manual Training in elementary schools.

(9) Teachers of Cookery or Sewing in the elementary schools.

(10) Teachers of the deaf.

(11) Teachers of Drawing in the elementary schools.

(12) Teachers of Drawing in the high schools.

(13) Teachers of Physical Culture.

(14) Teachers of Music in the elementary schools.

(15) Teachers of Music in the high schools.

(16) Family instructors, assistant family instructors, teachers of horticulture, and teachers of military tactics and gymnastics in the parental school.

### **QUALIFICATIONS FOR ADMISSIONS TO EXAMINATIONS.**

**SEC. 253.** (1) PRINCIPALS OF ELEMENTARY SCHOOLS.] The candidate must present certificates showing the following:

(a) Graduation from an accredited college, and four years of successful experience in graded school work, two of which must have been in one and the same school system; or

(b) Graduation from an accredited Normal School, and six years of successful experience in graded work, three of which must have been in one and the same school system; or

(c) Eight years of successful experience in graded school work, three of which must have been in one and the same system.

**SEC. 254.** (2) TEACHERS IN ELEMENTARY SCHOOLS.] The candidate must present certificates showing the following:

(a) An education equivalent to that indicated by the high school course of Chicago, and at least four years of successful experience in graded school work, two of which must have been in one and the same school system; or

(b) Graduation from an accredited college or Normal School, and two years of successful experience in graded school work, in one and the same system.

**SEC. 255.** (3) TEACHERS OF GERMAN IN ELEMENTARY SCHOOLS.] Same as teachers in elementary schools.

**SEC. 256.** (4) TEACHERS IN HIGH SCHOOLS.] The candidate must present certificates showing the following:

(a) Graduation from an accredited college, and two years of successful experience in graded schools of good standing; or

(b) Six years of successful experience in secondary schools, at least two of which must have been in one and the same school system.



SEC. 257. (5) TEACHERS OF GERMAN, FRENCH, SPANISH AND COMMERCIAL CLASSES IN HIGH SCHOOLS.] Same as teachers in high schools.

SEC. 258. (6) TEACHERS IN KINDERGARTENS.] The candidate must present certificates showing the following:

(a) An education equivalent to that indicated by the public high school course of Chicago; and

(b) A diploma from an accredited kindergarten training school; and

(c) One year of successful experience as a regularly assigned kindergarten teacher.

SEC. 259. (7) TEACHERS OF MANUAL TRAINING IN ELEMENTARY SCHOOLS.] The candidate must present either

1. Certificates showing the following:

A. An education equivalent to that indicated by the high school course of Chicago; and

B. (a) A course in an accredited training school which has included at least two hundred hours' shop work in manual training; or

(b) Four years of successful experience in teaching manual training; or

II. A certificate to teach in the elementary schools of Chicago, with credentials showing two hundred hours of shop work and manual training under the direction of teachers of good standing.

SEC. 260. (8) TEACHERS OF HOUSEHOLD ARTS—COOKERY AND SEWING.] The candidate must present either

1. Certificate showing the following:

A. An education equivalent to that indicated by the high school course of Chicago; and

B. (a) A course of study in an accredited training school which has included at least two hundred hours' practical work in the study of cooking or sewing; or

(b) Four years of successful experience in teaching cooking or sewing; or

II. A certificate to teach in the elementary schools in Chicago, and credentials showing two hundred hours of work in cooking or sewing under the direction of teachers of good standing.

SEC. 261. (9) TEACHERS OF THE DEAF.] A candidate must present certificates showing the following:

(a) An education equivalent to that indicated by the public high school course of Chicago; and

(b) A normal course in an accredited training school for teachers of the deaf.

SEC. 262. (10) TEACHERS OF DRAWING.] A candidate must present certificates showing the following:

(a) An education equivalent to that indicated by the public high school course of Chicago; and

(b) (1st) Completion of a two years' course in an accredited art school approximating sixty weeks of fifteen hours each, and two years' successful experience as a teacher, or (2nd) four years of successful experience as a special teacher of drawing in graded schools.

SEC. 263. (11) SPECIAL TEACHERS OF PHYSICAL CULTURE.] The candidate must present either

1. Certificate showing the following:

A. An education equivalent to that indicated by the public high school course of Chicago; and

B. (a) Completion of one year course in physical culture in some accredited school in the United States, to be approved by the Superintendent of Schools, approximating thirty weeks of ten hours each, and two years of successful experience as a teacher; or

(b) Four years of successful experience as a special teacher of physical culture; or

II. A certificate to teach in the elementary schools of Chicago and credentials showing that the candidate has done three hundred hours' work in physical culture under the direction of teachers in good standing.

SEC. 264. (12) TEACHERS OF MUSIC.] The candidate must present certificates showing the following:

(a) An education equivalent to that indicated by the public high school course of Chicago; and

(b) (1st) Two years of training in an accredited school of music approximating sixty weeks of fifteen hours each, and two years of successful experience as a teacher; or (2nd) four years of successful experience as a special teacher of music.

SEC. 265. GENERAL CHARACTER OF THE EXAMINATIONS.] The candidate will be required to write upon the following subjects:

1. PRINCIPALS OF ELEMENTARY SCHOOLS—

A. English.

B. History

C. Geography.

D. Mathematics.

E. Drawing and Vocal Music.

F. and G. Science—Any two minor papers in Science in the examination for high school teachers.

H. Professional study.

2. TEACHERS IN ELEMENTARY SCHOOLS—

- A. English.
- B. History.
- C. Geography.
- D. Mathematics.
- E. Drawing and Vocal Music.
- F. Science—The elements of Physics, Biology, and Chemistry.
- G. Professional study.

3. TEACHERS OF GERMAN IN ELEMENTARY SCHOOLS—

Candidates for certificates as teachers of German in the Elementary Schools will be required to pass an examination in German in addition to the examination required of teachers in elementary schools.

Two certificates, an English and a German, will be awarded.

4, 5, and 6. TEACHERS IN HIGH SCHOOLS; TEACHERS OF FRENCH, GERMAN, OR SPANISH IN HIGH SCHOOLS; AND TEACHERS OF COMMERCIAL SUBJECTS IN HIGH SCHOOLS—

The examination will consist of major and minor papers. Each candidate will be expected to write one major and four minors, and will not be allowed to take both a major and a minor examination in the same subject.

Psychology and pedagogy will be required of all candidates as a minor.

English will be required of all candidates as a minor unless elected as a major.

The papers offered may be found in the following list:

*Major Papers*—Latin, Greek, French, German, Spanish, Physiography, Biology, Physics, Chemistry, Mathematics, English Literature, Commercial Geography, Commercial Law, Accounting, Phonography, Ancient and Mediæval History, History of Modern Continental Europe, English and American History.

(NOTE—For specifications regarding teachers of drawing in the high schools see under head of "Teachers of Drawing.")

*Minor Papers*—Psychology and Pedagogy, Latin, Greek, French, German, Spanish, Physiography, Biology, Physics, Chemistry, Astronomy, Geology, Mathematics, General History, English, Civics and Political Economy, Commercial Geography, Commercial Law, Accounting, Phonography.

Fluency in conversation will be expected of those who take a major in French, Spanish, or German.

A candidate who takes any one of the sciences as a major will, on the day following the written test, undergo an examination in the laboratory on the science elected, with special reference to this phase of science teaching.

The candidate will be required to select his major and minor papers in accordance with the following groups.

The major and minor papers will cover the same ground, but the minor papers will be less intensive and less technical.

*Language Group*—

Major—Any language in the list of majors.

Minors—1. English.

2. Psychology and Pedagogy.

3. General History.

4. Any other subject in the list of minors.

*Mathematics Group*—

Major—Mathematics.

Minors—1. English.

2. Psychology and Pedagogy.

3. Any language or science minor.

4. Any other subject in the list of minors.

*History Group*—

Major—History, either:

1. Ancient and Mediæval; or

2. Modern Continental Europe; or

3. English and American.

Minors—1. English.

2. Psychology and Pedagogy.

3. General History.

4. Any other subject in the list of minors.

*English Group*—

Major—English.

Minors—1. Any language in the list of minors.

2. Psychology and Pedagogy.

3. General History.

4. Any other subject in the list of minors.

*Physical Science Group*—

Major—Physics or Chemistry.

Minors—1. Chemistry or Physics.

2. English.

3. Psychology and Pedagogy.

4. Mathematics.

*Natural Science Group*—

Major—Biology or Physiography.

Minors—Physiography or Biology.

2. English.

3. Psychology and Pedagogy.

4. Chemistry, Astronomy, or Geology.

*Commercial Group*—

Major—One of the following:

1. Phonography.

2. Accounting.
  3. Commercial Law.
  4. Commercial Geography.
- Minors—1. One additional subject from the preceding list of commercial subjects, and
2. English.
  3. Psychology and Pedagogy.
  4. Any one of the following.
    1. General History.
    2. Mathematics.
    3. Civics and Economics.

#### MANUAL TRAINING IN HIGH SCHOOLS:

Major—

Either

- a. Woodworking, including carpentry, cabinet work, patternmaking, and woodturning; or
- b. Foundry—Shop work; or
- c. Blacksmithing—Shop work; or
- d. Machine shop—Shop work.

Minors—

1. Theory and Practice—Principles and Methods.
2. Drawing—Freehand and Mechanical.
3. English.
4. Mathematics.

SEC. 266. SPECIAL CERTIFICATES.] A candidate for a certificate as a special teacher of Manual Training, Household Arts, Deaf, Drawing, Physical Culture, or Music may be called upon to conduct a class in the special study in which he expects to teach.

A candidate for a certificate as a Kindergarten Teacher, or as a teacher of any special study, except Drawing, must take certain papers in the examination for teachers in the elementary schools, as indicated below.

Candidates who pass these examinations will also receive the general certificate for teachers in elementary schools.

#### 7. TEACHERS IN KINDERGARTENS—

- A. English.
- B. History.
- C. Geography.
- D. Mathematics.
- E. Drawing and Vocal Music.
- F. Kindergarten Theory and Practice:
  - I. General theory of kindergarten education; knowledge of literature of the kindergarten, including Froebel's Mother Play, Education of Men; general pedagogy, and special method.
  - II. Theory and use of the gifts and occupations.
  - III. Psychology, including child study.
  - IV. Music.

#### 8. TEACHERS OF MANUAL TRAINING IN ELEMENTARY SCHOOLS—

- A. English.
- B. History.
- C. Mathematics.
- D. Science.
- E. Drawing.
- F. General Pedagogy and Special Method.
- G. Shop Technique—Woodwork.

#### 9. TEACHERS OF HOUSEHOLD ARTS IN ELEMENTARY SCHOOLS—

##### *Teachers of Cooking—*

- A. English.
- B. History.
- C. Geography.
- D. Mathematics.
- E. General Pedagogy and Special Method.
- F. Cooking:
  - I. Food products.
  - II. Chemistry; elementary chemistry and chemistry of foods and cooking.
  - III. Practical demonstration.

##### *Teachers of Sewing—*

- A. English.
- B. History.
- C. Geography.
- D. Mathematics.
- E. Drawing.
- F. General Pedagogy and Special Method.
- G. Sewing:
  - I. Textiles.
  - II. Demonstration.

#### 10. TEACHERS OF THE DEAF—

- A. English.
- B. History.
- C. Geography.
- D. Mathematics.
- E. Drawing and Vocal Music.
- F. Science.
- G. Teaching of the Deaf—Theory and Practice:
  - I. General pedagogy and the history and literature of the education of the deaf; principles and methods of instruction of deaf children.
  - II. Oral examination.

#### 11 and 12. SPECIAL TEACHERS OF DRAWING IN ELEMENTARY AND HIGH SCHOOLS—

The candidate must take the regular high school teachers' examination, with the following examination in art as a major, and will be given a high school teacher's certificate in addition to the special drawing teacher's certificate.

- A. History of Art.
- B. Design.



- C. Mechanical Drawing.
- D. Freehand Drawing.
- E. Composition.
- F. A one-hour sketch in oil, water color, pastel, or clay.

13. TEACHERS OF PHYSICAL CULTURE IN ELEMENTARY SCHOOLS—

- A. English.
- B. History.
- C. Geography.
- D. Mathematics.
- E. Music.
- F. Physical Culture—Theory and Practice:
  - I. Special method.
  - II. Systems of physical culture.
  - III. Physiology and hygiene, including theory and practice of the physical examination.
  - IV. Gymnasium work.

14 and 15. TEACHERS OF MUSIC IN ELEMENTARY AND HIGH SCHOOLS—

- A. English.
- B. History.
- C. Geography.
- D. Mathematics.
- E. Drawing.
- F. Music—Theory and Practice:
  - I. General pedagogy and special method.
  - II. Musical literature and history.
  - III. Vocal and instrumental examination (piano).

SEC. 267. PHYSICAL EXAMINATION AND QUALIFICATIONS.] All candidates for certificates to teach in the public schools of Chicago, in addition to the usual academic examination, shall be required to pass a physical examination. They shall be classified by the medical examiners in accordance with the following classification, and all such candidates who shall be found to belong to classes 1 and 2 shall be considered as having passed the physical examination;

CLASS 1: Candidates without physical defect or evidence of disease or deformity and of a proper weight, size and proportion according to their several ages, and in a good state of physical training;

CLASS 2: Candidates without physical defect or evidence of disease, who may depart in a moderate degree from the proper height and weight of their ages and sexes.

CLASS 3: Candidates with such defects or disease as to interfere with the best work, but who are still free from any progressive, destructive disease. In this class fall those candidates with gross defects in vision, markedly bad hearing, valvular heart disease, etc.

CLASS 4: Candidates with marked physical defects or deformities interfering with good work, health, and candidates suffering from progressive, destructive disease, or with abnormal functional disorders, as for example, severe cystitis, etc.

PROMOTION.

SEC. 268. CLASSIFICATION OF SALARIES IN ELEMENTARY SCHOOLS.] There shall be a schedule of salaries for teachers in the elementary schools, which shall include two groups of salaries:

The first group of the schedule shall provide for additional advance in salary year by year for teachers who have reached the maximum salary of the second group, and who shall have complied with the conditions named below. No teacher of the first group shall be entitled to extra compensation for teaching special subjects.

SEC. 269. ADVANCEMENT FROM SECOND TO FIRST GROUP.] The conditions governing advancement from the second to the first group of salaries for elementary teachers and head assistants shall be as follows:

ELEMENTARY TEACHERS: Teachers shall be promoted from the second to the first group by a vote of the Board of Education, upon a recommendation of the Superintendent of Schools. Those teachers shall be eligible for such recommendation and promotion who have served a year at the maximum salary of the second group, and whose average in efficiency as shown by the records in the Superintendent's office shall be 80 per cent or above, and who shall attain an average of 80 per cent or above in the following tests:

(a) An examination to test the work and interest of the teacher in the lines of professional study and training, including the subjects of school management, pedagogy, psychology, and the history of education;

(b) An examination to test the work and interest of the teacher in any one of the following fields of academic work:

English Language and Literature;

General History;

Physical Science;

Biological Science;

Foreign Languages (Latin, Greek, German, French, Spanish).

Algebra and Geometry;

Music;

Drawing;

Manual Training;

Household Arts;

Geography (covering physical, mathematical and commercial geography, with geology).

Physical Culture (covering anatomy and physiology, theory of gymnastics, method of teaching, preparation of sets of exercises for different grades, and practical work.)

The credit given to the professional examinations shall be twice that given to the academic examinations, and an average mark of eighty per cent shall be required of all teachers passing these tests. The final mark shall be made up of three items, which shall receive equal credit, as follows:

(a) Efficiency mark for the preceding year, as equalized by the Board of District Superintendents.

(b) Mark obtained on the professional study paper of the promotional examination, and

(c) Mark obtained on the academic paper of the promotional examination, provided that no examination mark below seventy shall be considered, and provided further that, if a candidate divides the examination, the paper taken in the preliminary part, shall not be credited in the final average unless the candidate has a mark of eighty or over on such paper.

Elementary teachers who have arrived at the maximum salary of the second group, who meet the other requirements of the schedule, and who possess an elementary principal's certificate, shall be admitted to the first group without examination. Elementary teachers who have arrived at the maximum salary of the second group, who meet the other requirements of the schedule, and possess a certificate to teach in the high schools, shall be advanced to the first group upon passing the professional examination only. Elementary teachers who have arrived at the maximum salary of the second group, who meet the other requirements of the schedule, and who possess certificates to teach music, drawing, German, Household Arts, or Manual Training, shall be advanced to the first group upon passing the professional examination only. For the purpose of aiding teachers to prepare for advancement to the first group, classes in studies included in the professional and academic examinations shall be organized and conducted by the principal and faculty of the Chicago Normal School, at such times and places as may be agreed upon later.

**TEACHERS OF PHYSICAL CULTURE:** Teachers of physical culture in the elementary schools whose work on the efficiency record is 80 or above, and who have reached the maximum salary in their group, shall be entitled to take

the promotional examination provided for elementary teachers, and upon passing it shall be promoted to Group 1, it being understood that the academic subject taken must be some other than physical culture.

**TEACHERS OF HOUSEHOLD ARTS:** Special teachers of household arts in elementary schools, teachers in kindergartens and teachers of the deaf, whose mark of efficiency is 80 or above, and who have reached the maximum salary in the second group, shall be eligible for admission to the promotional examination provided for the regular teachers in elementary schools, and upon passing it shall be promoted to Group 1, it being understood that the academic subject chosen by the promotional examination by the holder of a special certificate shall not be the same subject as that in which the special certificate was granted.

**TEACHERS OF MANUAL TRAINING:** Teachers of Manual Training in the elementary schools, whose work on the efficiency record is 80 or above, and who have reached the maximum salary in their group, shall be entitled to take the promotional examination provided for elementary teachers, and upon passing it shall be promoted to Group 1, it being understood that the academic subject taken must be some other than manual training.

**HIGH SCHOOL TEACHERS:** High school teachers who have reached the maximum salary of the third group, whose average in efficiency as shown by the records in the Superintendent's office shall be 80 per cent or above, shall be advanced to the second group after passing an examination in methods of teaching the subjects in which they give instruction. High school teachers who have served a year at the maximum salary of the second group, whose average in efficiency as shown by the records in the Superintendent's office shall be 80 per cent or above, shall be advanced to the first group upon passing an examination in the school management, psychology, pedagogy, and the history of education. No high school teacher shall be eligible to the principalship of a high school who has not taken the professional examination required of candidates for the first group.

**PRINCIPALS:** Principals of elementary schools who have served a year at the maximum salary in the third group, whose average in efficiency as shown by the records in the Superintendent's office shall be 80 per cent or above, shall be permitted to advance to the second group of salaries upon passing an examination in school management, and methods of instruction in primary and grammar grades.



Principals who have served a year at the maximum salary in the second group, whose average in efficiency as shown by the records in the Superintendent's office shall be 80 per cent or above, shall be permitted to advance to the first group of salaries upon passing an examination in professional work, including school management, psychology, pedagogy and the history of education; provided, that nothing in this schedule shall be construed as abolishing the restriction upon the salaries of principals on account of the membership of the schools as provided elsewhere.

### **SUPERVISORS, SPECIAL TEACHERS AND SPECIAL STUDIES.**

**SEC. 270. GENERAL DUTIES.]** The supervisors and special teachers shall be employed for work in certain branches of instruction only, and they shall, under the direction of the Superintendent, devote their whole time to the special work of their respective departments. All special teachers shall be appointed from a list of candidates that have passed a satisfactory examination in the branches which they are expected to teach, and, as provided by the rules of the Board, such examination to be under the direction of the Superintendent.

**SEC. 271. ASSISTANTS.]** They may, with the approval of the Superintendent, and upon consulting with the principals of the several elementary schools, in cases where it is necessary for the successful teaching of their respective branches, designate one or more teachers who may be specially fitted for instruction in such branches as assistants to supervise and give instruction therein.

**SEC. 272. MUST FURNISH TIME SCHEDULE.]** All special teachers in the employ of the Board shall prepare, with the approval of the Superintendent, and maintain, at the office of the Board, and furnish to the chairman of the Committee on School Management, a time table showing the days and hours when they will respectively be present at the different schools to conduct the studies and exercises of their respective departments.

**SEC. 273. UNDER SUPERVISION OF SUPERINTENDENT.]** All supervisors, special teachers, and other employes in the Educational Department of the Board shall be directly under the supervision of the Superintendent.

**SEC. 274. UNDER SUPERVISION OF PRINCIPAL.]** When any special teacher visits any of the public schools in the line of

duty, he or she shall, for the time being, be as much under the control and direction of the principal of the school as any of the regular teachers of such school.

**SEC. 275. DRAWING, SINGING AND PHYSICAL CULTURE.]** Drawing, music and physical culture shall be upon the same basis as the other studies in the regular course of instruction, except that all pupils whose parents or guardians shall have indicated a desire that such pupils shall be excused from either or all of them and shall have presented to the principals of their respective schools a reason therefor satisfactory to the Superintendent, and in accordance with his instructions, shall be excused accordingly, and no pupil shall be prevented from passing from grade to grade, by reason of low standing in drawing, singing and physical culture.

**SEC. 276. REGULAR TEACHERS MUST QUALIFY IN DRAWING, SINGING AND PHYSICAL CULTURE.]** Every principal and every grade teacher shall be required to be qualified and able to give instruction in a satisfactory manner in each of the special studies of drawing, singing, and physical culture.

**SEC. 277. DUTIES OF SPECIAL TEACHERS OF DRAWING AND MUSIC.]** The duties of special teachers of drawing and music in the elementary schools shall be defined as strictly educational, and shall be confined to the inspection of the work of teachers in the elementary schools, to the preparation of the necessary outlines of work and circulars of information for the use of the teachers in the elementary schools, and to the conduct of the necessary institutes for the instruction and direction of such teachers. They shall co-operate with the heads of departments of drawing and music respectively in the Chicago Normal School, subject to the general direction and control of the Superintendent of Schools.

**SEC. 278. PHYSICAL CULTURE.]** Instruction in physical culture shall be given in all elementary and high schools of this city in such manner as may be prescribed by the Committee on School Management and approved by the Board.

**SEC. 279. SUPERVISOR AND TEACHERS OF PHYSICAL CULTURE.]** There shall be a supervisor of physical culture and such special teachers as may be deemed necessary, who shall be elected by a majority vote of the entire Board, by ballot, at the second meeting in June, or as soon thereafter as may be practicable, to serve for one year, unless



sooner removed, but they shall be subject to removal at the pleasure of the Board with or without cause.

SEC. 280. GERMAN, HOW INTRODUCED INTO SCHOOLS.] The study of German shall be introduced into any elementary school, at the beginning of the school year, upon the written request of 75 parents or guardians of pupils attending such school that their children may, if in the proper grades take such study. No petitioner shall be considered as one of the 75 petitioners unless the children or wards of such petitioner for whom this study is desired shall be members of the grades in which the study of German is taught under the rules of the Board, and no class in German shall be organized with a membership of less than 25 pupils. No class in German shall be organized in any elementary school where fewer than 75 pupils elect to pursue such study. It shall be optional with the parents or guardians of pupils to let their children or wards pursue the study of German in the classes of the elementary schools where the study is taught.

SEC. 281. TO BE COMMENCED IN FIFTH GRADE.] The study of German may be commenced in the Fifth Grade, and be continued as a graded course through the remaining grades. Pupils shall not be admitted to any class unless they are fitted to take up the course at the point at which they propose to enter.

SEC. 282. TEACHERS' QUALIFICATIONS AND SALARIES.] Teachers in German in elementary schools shall hold the ordinary elementary teachers' certificate, in addition to a certificate to teach German, and they shall be paid out of the general fund provided for the payment of teachers in the elementary schools.

SEC. 283. DEPARTMENTAL METHOD TO BE FOLLOWED.] So far as possible, the departmental method of teaching German in the grades shall be followed, and whenever in any of the grades in which German is taught the membership of any class in German shall fall below the minimum number of 20 pupils the said class in German shall be discontinued, and its membership combined with any other available class, so that the minimum number of twenty pupils be preserved and pupils not deprived of their instruction. Where such combinations are inadvisable and classes in German are discontinued, the pupils wishing to continue the study shall be given a permit to the nearest school having such instruction.

SEC. 284. NOTICES TO BE GIVEN.] The Business Manager shall cause to be printed and distributed to all the schools a sufficient supply of the following notices, together with the accompanying request, the latter to be printed in such form as to be readily detached therefrom:

OFFICE OF THE BOARD OF  
EDUCATION.

Chicago,.....19..  
*To Parents and Guardians of Pupils in the  
Public Schools of the City of Chicago:*

The study of German begins in the fifth grade, and is continued as a graded course throughout the remaining primary and grammar grades. The study is optional; that is, no pupil is obliged to take the study unless the parents desire. If you desire to have your child or ward take it, please bear in mind that beginners' classes are formed only in the fifth grade. Later on pupils cannot be admitted to classes in this study, unless they are sufficiently advanced to take it up at that point. You are respectfully requested to indicate your desire in this matter by filling out the blank hereto attached, and promptly sending it to the principal of the school which your child or ward attends.

Name,.....

Chicago,.....19..  
*To the Principal of the.....School:*

I desire that ..... shall  
..... take German. I will not ask that such pupil shall be permitted to abandon the same except at the end of a regular term, unless for unexpected reasons arising hereafter which shall be satisfactory to the Superintendent of Schools.

Name,.....  
Residence,.....

It shall be the duty of every principal of an elementary school to hand a copy of the above notice to all pupils entering the fifth grade. In the schools in which German has not before been taught this notice shall be given to all pupils of the remaining grades of the course as well. The principals of the schools shall file and preserve all such requests sent to them for said study.

HIGH SCHOOLS.

SEC. 285. PRINCIPAL AND ASSISTANTS IN CHARGE.] The general management and discipline of the high schools shall be committed to the immediate charge of the respective principals of the schools, under the supervision of the Superintendent of Schools;

but assistants shall be responsible, under the direction of the principal, for the order and discipline of their respective rooms.

SEC. 286. HOURS OF SCHOOL AND TEACHING.] The daily sessions of the high schools shall begin at nine o'clock A. M., and shall consist of six periods of fifty minutes each, with an intermission for luncheon of thirty minutes; and the teachers in the high schools, with the exception of some science teachers and teachers of English, shall be expected to teach 25 hours per week.

SEC. 287. ADMISSION.] Such pupils of elementary schools of the city as shall have completed and passed satisfactorily the regular examination of their classes for admission to the first grade of the high school, and shall have been reported and qualified by their respective principals therefor, shall be admitted to the high schools without further examination. Pupils from other than Chicago public schools may be admitted on trial to any grade on presenting a Principal's certificate of qualification for such grade, such certificate to show that the work of the previous grade has been fully made as prescribed in the Chicago Graded Course of Study, and that the pupil has been in attendance at the school from which certificate is issued at least one year. All other candidates for admission to such grade shall be required to pass an examination, to be conducted under the direction of the Superintendent, to be held near the close of the summer term. A similar, supplemental examination shall be held near the close of the summer vacation. The Superintendent shall keep account of all persons who make application for admission to the high schools, who have not for some reason taken the regular examination, and when in his judgment a sufficient number of these persons apply for examination, he shall have authority to hold such examination. The questions for these examinations shall be prepared by the Superintendent. The standard for admission shall be seventy-five per cent upon a general average of all the studies, but no pupil shall be admitted whose average upon any one subject shall fall below forty-five per cent.

SEC. 288. PROMOTION] Pupils shall not be permitted to advance from one year to another, or to graduate in any of the high schools, until they shall have passed a satisfactory examination in all the branches pursued during the preceding school year. All applications to be admitted to advanced standing in the high schools shall be referred to the

Superintendent, who may cause the applicants to be examined, or may receive proper certificates, in order to be satisfied that the applicants are qualified for the standing desired. In the absence of the necessary qualifications therefor, applicants shall not be admitted to advanced standing.

SEC. 289. GRADUATING EXERCISES.] Pupils shall receive their diplomas, and have such class day or graduating exercises, or both, as may seem to the Principal appropriate, in their respective school buildings or other school buildings to be designated by the Superintendent; provided, that no flowers or presents of any sort shall be given to the graduates at their commencement exercises, and that every effort be made to confine the expense incident to such graduating exercises to an amount within the means of such graduates.

#### SEC. 290. COURSE OF STUDIES.]

##### SUBJECTS.

*Languages:* English, Latin, French, German, Spanish, Greek.

*Mathematics:* Elementary Algebra, Plane Geometry, Arithmetic, Higher Algebra, Solid Geometry, Trigonometry.

*History:* Mythology, and Ancient History; Mediæval and Modern European History; English History; American History and Civics.

*Sciences:* Physical Geography, Physiology (as required by law), Biology, Zoology, Botany, or Zoology and Botany, Physics, Chemistry, Geology, and Astronomy.

*Commercial:* Commercial Geography, Commercial Law, Commercial Arithmetic, Bookkeeping, Stenography, Typewriting, Economics.

*Miscellaneous:* Drawing, Vocal Music, Physical Culture, Manual Training (one year), wherever practicable, and Household Science, (sewing and cooking), wherever practicable.

SEC. 291. COMMERCIAL COURSE.] The commercial course shall be arranged as follows:

First Year: Bookkeeping, Commercial Arithmetic, Business Forms, Penmanship.

Second Year: Stenography and Typewriting.

Third Year: Commercial Geography, paying especial attention to Commercial Chicago.

Fourth Year: Commercial Law.

SEC. 292. ENGLISH GRAMMAR.] The first half-year of the work in English in the third year of the high school course shall be devoted to English Grammar.

SEC. 293. ARITHMETIC.] The last ten weeks' work in Mathematics in the second year of the high school course shall be devoted to Arithmetic.

SEC. 294. NORMAL ENTRANCE COURSE.] Pupils who are desirous of entering the Normal school to prepare for teaching, shall take a full course of English Grammar, Language and Literature, with special attention to present usage, a two years' course in one and the same foreign language; two courses in history, one of which shall be United States History and Civics; two courses in Mathematics; two sciences, in addition to Physiology, each of which shall cover work assigned to one year; and drawing, vocal music and physical culture. Studies may be selected for remaining credits.

SEC. 295. COLLEGE PREPARATORY COURSE.] Opportunities will be given for preparation for any college or technical school, if a desire for such preparation is made known early in the curriculum, or not later than the beginning of the second year.

SEC. 296. REQUIREMENTS FOR GRADUATION.] Pupils not preparing for the Normal course, nor for college, but who desire to graduate, may make a judicious selection from the program of studies, with the advice and approval of parents and principal, except that the study of the English language and Literature shall be required of all pupils, one-half of the curriculum, and that those pupils who do not take a foreign language after the second year shall continue English through the curriculum; also, one and the same foreign language for two years; one year of algebra; one year of history; and one year of science.

SEC. 297. SPECIAL STUDENTS.] Pupils regularly admitted to the high schools who are not candidates for a diploma, may, at the request of parents or guardians, select such studies as are not in advance of their attainments, and continue them so long as they maintain an average record with the class.

SEC. 298. CURRICULUM, DIPLOMAS AND CERTIFICATES.] A complete curriculum shall consist of sixteen credits, one credit to be given for a study pursued successfully five days a week for forty weeks; fractional credits for studies pursued a proportionately less time. No pupil shall be graduated from the high schools unless he has received sixteen credits in the subjects contained in the course of study for the high schools, including the special studies of drawing, music and physical

culture, credit being given to each subject in the proportion allowed to it by the Board of Education. When a curriculum is completed, the pupil will be entitled to a diploma, which shall state the subjects pursued and the length of time each has been taken. Pupils who shall have taken a full quota of studies for two years, and pursued them successfully, shall receive a certificate stating the studies taken and the amount of work accomplished.

SEC. 299. SPECIAL COURSES.] Any pupil of marked ability, who shall accomplish any piece of valuable work along the lines of individual research within the scope of the high school studies, and shall submit the same, with conclusive evidence that the work is original and the results valuable, the work to be done during the last two years of the curriculum, shall receive such credit or credits for this work toward graduation as it shall be worthy of in the judgment of the principal and teachers. No credit will be given for a study which would generally occupy a year, until such study is completed. Pupils will not be allowed to take a study which is a natural sequence of one which has not been successfully pursued. Pupils entering the first year will not be expected to take more than one foreign language, unless able to enter an advanced class in the second language. No pupil will be allowed to pursue a study which is in advance of his attainments. The program of the studies will be so arranged that difference in the capacity, application and health of pupils will be considered. Those of good health and unusual ability will be enabled to complete a curriculum in less time than those whose health and capacity make it wise for them to proceed more slowly.

SEC. 300. SIZE OF CLASSES.] In schools of five hundred pupils or less, no class will be organized with less than fifteen pupils, and in schools of over five hundred, not less than twenty pupils. Whenever in schools of less than five hundred pupils the number of pupils in any class shall fall below ten, such subject shall be discontinued, and the pupils will be permitted to attend the nearest school where such subject is pursued. The same course will be followed in schools of over five hundred pupils, when the number in a class shall fall below fifteen. The maximum number in any class shall not exceed forty, except in extraordinary cases.

SEC. 301. CREDITS FOR TIME SAVED.] Whenever a pupil or class of pupils shall have completed the course in any study in less than



the average time assigned to that study, such pupil or pupils shall receive the full benefit of the time saved; and whenever pupils require or take more than the average time, such time will not be credited in the work required for the completion of the curriculum.

SEC. 302. TIME OF ADMISSION.] Pupils will be admitted to the high schools regularly in September and February, and at other times, when fully prepared, and the classes in the high schools are so arranged as to conveniently receive them.

SEC. 303. TEST OF PROFICIENCY.] The daily marking system will not be required, except as a matter of convenience in special cases. The result of occasional tests, written or oral, together with the unbiased judgment of the teacher, with the approval of the principal, may constitute the basis upon which proficiency is reckoned.

SEC. 304. REPORTS.] Parents or guardians shall be informed once in two months, or oftener, as occasion may arise, when pupils by reason of lack of health, capacity, application, or other cause, do not do satisfactory work, and a request will be made for a conference with such parents or guardians, for the purpose of lessening the number of studies, changing them, or in some other way arranging to make the school profitable to the pupil.

SEC. 305. PRINCIPALS TO ARRANGE ADVANCEMENT.] Principals will arrange programs and classes, so that the better pupils may not be unduly hindered in their progress, nor others be impelled to advance more rapidly than their health, application or ability will permit.

### **EVENING SCHOOLS.**

SEC. 306. GENERAL RULES GOVERNING.] There shall be established and maintained by the Board, as a part of the public school system, such evening schools as the Board shall think from time to time desirable. All sections of these rules not herein otherwise provided, shall so far as reasonably applicable govern the matters relating to the evening school.

SEC. 307. SUPERVISION.] The Superintendent and the Committee on School Management shall have the general charge of the evening schools, and shall prescribe the work to be done and the studies to be pursued therein, with special reference to the furnishing as far as may be of a practical business education. The School Committees for the respective day schools in which the evening

schools may at any time be held, shall be likewise the School Committees on the corresponding evening schools.

SEC. 308. TERMS.] The evening schools shall be opened on the evening of the first Monday in October of each year, unless otherwise specially ordered by the Board, or by the Committee on School Management, and each annual session shall continue, with suitable intermissions and vacations, until such time in the following spring, as the Board or committee shall think proper.

SEC. 309. NOTICES OF OPENING.] At least ten days before the opening of the schools, the Committee on School Management shall cause to be posted upon the buildings in which such school is to be held, and also at other convenient points in the neighborhood of such building, public notices calling attention to the proposed opening of such school, and giving such information in regard to the school as will enable or encourage parents or guardians of children in the vicinity to avail themselves of the privileges thereby offered. Such notices shall also call attention to the provisions of law making attendance at school compulsory for not less than the legal requirement in each year.

SEC. 310. QUALIFICATIONS FOR TEACHERS.] The teachers in the evening schools shall possess the same qualifications required of teachers in the day schools, to be similarly ascertained by due examination. Candidates who hold certificates to teach in the day schools, shall be eligible to positions as teachers of evening schools, without further examination.

SEC. 311. ADMISSION.] Pupils shall not be enrolled until they have attended the schools for one week and have purchased or procured the necessary text books and other articles or materials required, and no pupils under the age of sixteen years shall be enrolled, unless first accompanied to the schools by parents or guardians or by some other responsible persons who vouch for them. An attendance of two evenings a week shall be considered to constitute membership, and no class shall be formed in an evening elementary school with a membership below twenty-five, or be continued when it falls below twenty. No class shall be formed in the evening high schools with a membership below twenty, or be continued when it falls below fifteen; no additional classes shall be formed in any subject in an evening elementary school until a total of fifty in the subject is reached, or in

an evening high school until a total of forty in the subject is reached. Pupils who are present only half of the evening shall be counted only one-half in estimating the attendance and membership.

**SEC. 312. NOTICES OF ABSENCES.]** Whenever pupils under the age of sixteen years shall be absent, the parents or guardians shall be notified, and for continued absence notices shall be sent warning the parents or guardians that forfeiture of membership will presently follow unless attendance is promptly resumed and regularly kept up.

**SEC. 313. CERTIFICATES.]** At the close of each annual session of the evening schools, certificates signed by the principal shall be issued to deserving pupils, setting forth the fact of their attendance at such evening school and of the progress they may have made in their school work, in such form as the Superintendent and the Committee on School Management shall approve.

**SEC. 314. EXTRA COMPENSATION OF ENGINEERS AND JANITORS.]** The regular engineers and janitors in the employ of the Board shall serve respectively as engineers and janitors for the evening schools, with such additional compensation as the Board shall provide. No salary shall be increased until the proposition for the increase has lain over one meeting of the Board and been published in the minutes thereof.

### **SCHOOLS FOR DEAF.**

**SEC. 315. SUPERVISION AND TEACHING.]** Day schools for the education of deaf and dumb children shall be maintained, in charge of teachers who are skilled in the methods of instructing deaf mutes. Whenever more than one of said schools shall be maintained by the Board they shall all be under the immediate charge and supervision of the Principal of Deaf Mute Schools, who shall be elected by the Board, like other principals, and shall report from time to time to the proper general committee the progress and needs of the schools under his or her charge, and shall report monthly to the Secretary the time of service rendered by each of the other teachers. The principal shall have especial charge of all property, books and apparatus belonging to the Board used in such schools, and shall annually, at the close of the school year, send to the Business Manager an inventory of the same, and a statement of the condition thereof.

**SEC. 316. REPORTS.]** He shall also at the close of each school year make to the Board a general report of these schools, showing the number of teachers employed and their salaries, the number, age and sex of the pupils, the average daily attendance of pupils during the year, and such other facts and suggestions as may seem to be of value to the Board in the management of these schools.

**SEC. 317. NON-RESIDENTS NOT ADMITTED.]** No children residing outside of the corporate limits of the City of Chicago shall be received as pupils into the deaf mute schools, except at times when the Board is maintaining the schools with the aid of an appropriation from the State.

**SEC. 318. METHODS OF TEACHING.]** In the teaching of the deaf both the oral and combined methods, or either, shall be used, at the discretion of the parents of the several pupils.

### **NORMAL SCHOOL.**

**SEC. 319. ESTABLISHMENT OF.]** There shall be a training school for teachers, composed of such graduates of the Chicago high schools, and of other institutions of learning as may pass the required examination for admission, which shall be conducted by the Superintendent of Schools.

**SEC. 320. ONLY RESIDENTS OF CHICAGO AND COOK COUNTY ADMITTED.]** Only residents of Chicago, and such Cook County high school graduates outside of Chicago as are recommended by the County Superintendent of Schools, shall be admitted to the training school for teachers.

**SEC. 321. QUALIFICATIONS OF CANDIDATES.]** All candidates for admission to the Chicago Normal School are required to take an examination based upon the Normal entrance course prescribed by the Board of Education for the public high schools of Chicago. Those candidates attaining the highest averages in such examination will be admitted to the Normal School, to the number of two hundred and fifty, or such other number as the Board of Education may determine that the necessities of the school system require; provided, however, that no pupil shall be admitted who does not attain an average of seventy-five per cent in such examination, with no subject below fifty. All candidates will be required to pass a physical examination before being admitted to the Normal School. Candidates will be allowed to divide the examination with an interval of not less than one

school year, or more than four school years between the two parts; but, beginning June, 1904, students who avail themselves of the privilege of dividing the examination, must complete the examination within one year after graduation from high school. All candidates who appear for examination for admission to the Normal School more than one year after the date of their graduation from high school will be required to write upon the entire examination.

**SEC. 322. CARDS OF ADMISSION.]** Cards of admission must be procured before the date of examination. All candidates for admission to the examination, whether they are students or graduates of the Chicago Public high schools or students or graduates of private and parochial schools of equal grade, must obtain these cards from the Superintendent of Schools. No cards will be issued excepting upon presentation of the satisfactory credentials, and no person will be admitted to the examination without a card signed by the Superintendent of Schools. The required laboratory note books certified by the instructors must be presented before a card of admission to the examination will be issued.

**SEC. 323. REQUIREMENTS FOR ADMISSION TO EXAMINATION.]** For admission to the first part of the examination, if provided, the candidate must be at least 14 years of age, and a bona fide legal resident of Chicago, or a properly recommended graduate of a Cook County high school, and will be required to present an official statement that he or she is a regular student in a high school in Chicago or Cook County, or a school of equal grade, and has completed work covering at least six credits in the list given below.

For admission to the second part of the official examination, the candidate must be at least 16 years of age, and must file an official statement that he or she is,

(1) a bona fide legal resident of Chicago; or a duly recommended graduate of a Cook County high school; and

(2) (a) is a graduate of an accredited Normal school or college, or has been a regularly matriculated student in such institution for at least one year; or

(b) is a graduate of a Chicago public high school, or of a school of equal grade. Such institutions are to be accredited as of equal grade, upon presenting at the office of the Superintendent of Schools an official statement showing a course of study equivalent to that adopted by the Board of Education for the

Normal entrance course in the public high schools of Chicago; and such candidates are to be admitted to the examination upon presenting an official statement that they have completed such equivalent Normal entrance course of study.

**SEC. 324. EXAMINATION AND CREDITS.]** The candidate is expected to take an examination on the subjects required and elective listed below. In determining the candidate's general average credit will be given in proportion to the length of time the subject has been pursued in the candidate's high school course. This credit will be determined by multiplying the candidate's mark on any paper by the number or a proportional part of the number set opposite the subject, in the following list, which number represents approximately the time required to be spent upon the subject in the normal entrance course. Candidates who divide the examination will not be permitted, in the preliminary part of it, to write upon subjects not mentioned in the official statement of work completed by them. In the preliminary part of the examination only those papers will be credited in the final average receiving a mark of seventy-five per cent, but a candidate will not be required or permitted to write a second time upon any subject in which he has already passed with an average of seventy-five per cent.

A. REQUIRED CREDITS.

(1) English:

To cover four years' work in English Grammar, Language and Literature (not to be written until the final examination). 4

(2) Mathematics:

To cover two years' work, Algebra, including Quadratics, Plane Geometry, Arithmetic. 2

(3) Language:

To cover two years' work in one language, preferably Latin or German, although French, Spanish or Greek may be taken. 2

(4) History:

To cover two years' work, one of which must be United States History and Civics. The other may be History of Greece and Rome, or History of England, or History of Mediæval and Modern Europe. 2

(5) Sciences:

To cover two years' work: Physics and Physiology, and any one of the following sciences:



Chemistry,  
 Physiography,  
 Astronomy and Geology.  
 Zoology.  
 Botany, or Zoology and Botany.

2¼

Commencing June, 1904, certified laboratory note books will be required in all sciences in which the candidate is examined, except in physiology, astronomy, physiography, geology, botany and zoology.

Commencing June, 1905, certified laboratory note books will be required in all sciences in which the candidate is examined, except physiology, astronomy and physiography.

Commencing June, 1906, certified laboratory note books will be required in all sciences in which the candidate is examined, excepting physiology and astronomy.

In each case the credit given for the note book will be one-sixth the total credit for the subject.

(6) Special Studies:

To cover four years' work each in Drawing (twice a week), and Vocal Music (once a week).

(These papers not to be written until the final examination.) 2

B. ELECTIVE PAPERS.

- (1) The candidate is required to select and write upon papers covering the work of two years in any of the subjects of the high school course not already written upon under required papers. 2

SEC. 325. ADVANCE CREDITS TO BE GIVEN.] One year's credit at the Normal School shall be given applicants who pass the examination on presenting certificates showing the successful completion of at least two years' course at a college or university, it being expressly understood that the course referred to shall be in regular college work and in addition to what is required of pupils in the Chicago public high schools for graduation.

SEC. 326. COURSE OF STUDY.] The course of study shall include history, principles and methods of education, and their applications to the various studies taught in the schools. The time for the completion of the course of study shall be two years.

SEC. 327. DISMISSAL FOR FAILURE.] When students in the Normal School, after one year's attendance, have been reported by the faculty of that school as failures, either in academic or practice work, they shall, upon notice to themselves and to their parents, be dismissed from the Normal School.

SEC. 328. GRADUATES TO RECEIVE PARTIAL CERTIFICATES.] Graduates of this school, who have been admitted by the Board of Education of Chicago, shall receive partial certificates to teach, after they shall have passed a physical examination.

SEC. 329. GRADUATES ASSIGNED AS CADETS.] All graduates of the Chicago Normal School holding partial certificates, who have never taught, shall be assigned by the Superintendent to some school where they shall act as cadet teachers for four months. They shall observe the work of the regular teachers, teach classes which may be assigned to them each day, substitute for absent teachers, and acquire the power to instruct and manage a room successfully.

SEC. 330. SUCCESSFUL CADETS PLACED ON LIST FOR APPOINTMENT.] After four months all cadets who have been successful in their work shall, on recommendation of the Superintendent, be placed on the list for appointment, to be assigned when suitable vacancies occur.

SEC. 331. METHOD OF SELECTING TEACHERS.] In selecting teachers for the Normal School, the Superintendent and the principal of the Normal School shall make a satisfactory examination before presenting the names of the candidates to the committee for election. The said examination shall involve a personal study by the examiners of the candidates as to their scholarship, professional training and achievements, power to influence to higher life, a readiness and willingness to adjust themselves to the school life of which they are a part, and all that goes to fit them for the special work they are to do, and such oral and written examination as the examiners in their discretion will provide. Such an examination will require a personal study of the candidates in their field of labor and at their work. The committee shall be furnished with the names of the candidates, together with the facts obtained by the Superintendent and principal, at the regular meeting of the committee before which the election of the candidates is to be made.

SEC. 332. HEADS OF DEPARTMENTS, DUTIES OF.] The Superintendent shall be permitted to employ, not to exceed two months of the school year, the heads of the various departments of the Normal School, in the elementary schools. They shall not be given any administrative power so far as the elementary schools are concerned, but, under the direction of the Superintendent of Schools, they shall

visit the schools, hold institutes, and prepare outlines of work and circulars of information for the use of the teachers in the elementary schools.

**SEC. 333. TEACHERS OF MANUAL TRAINING, PREPARATION OF.]** Graduates of the English High and Manual Training School shall be permitted to enter the Normal School, under the usual conditions, and prepare for teachers of manual training, taking such work, along with special work in manual training, as may be deemed best by the principal of the Normal School to prepare them for teachers of manual training.

**SEC. 334. MIDWINTER EXAMINATIONS FOR ADMISSION.]** In addition to the regular examinations in June of each year, for admission to the Normal School, there will, beginning January 21st and 22nd, 1904, be a mid-winter examination, to be held at such time in the month of January of each year thereafter as the Superintendent of Schools shall designate, and all candidates who successfully pass such examinations, shall be admitted to the normal school at the beginning of the succeeding February, providing they pass the physical examination required by the Board of Education.

#### **JOHN WORTHY SCHOOL.**

**SEC. 335. SUPERVISION OF.]** The general supervision of the John Worthy School in the House of Correction shall be in charge of the Superintendent of the House of Correction, but the direction of the educational work shall be committed to the principal and teachers, who shall be appointed by the Board of Education and be confirmed by the Bridewell Commissioners. Whenever the work or discipline of any principal or teacher becomes unsatisfactory to the Bridewell Commissioners they shall report the facts to the Board of Education, and such principal or teacher shall be immediately removed.

**SEC. 336. VACATION OF TEACHERS.]** All teachers in the John Worthy Manual Training School shall each be granted a vacation of two weeks, without loss of pay, and the time of such vacation shall be arranged by the principal of the school.

**SEC. 337. HOURS FOR TEACHERS.]** The teachers shall teach five and one-half days each week, including Saturday morning.

#### **PARENTAL SCHOOL.**

**SEC. 338. ESTABLISHMENT AND SUPERVISION.]** The Chicago Parental School is a part of the public school system

of the City of Chicago. The Superintendent of Schools shall have general supervision of the Parental School as hereinafter provided.

**SEC. 339. SESSION.]** The school shall be open during the twelve calendar months of the year.

#### **SUPERINTENDENT.**

**SEC. 340. RESIDENCE AND ATTENDANCE.]** The Superintendent of the Parental School shall live at the parental school in a house provided for him, and shall devote his time exclusively to the duties of his office.

**SEC. 341. DUTIES AS TO BUILDINGS AND GROUNDS.]** He shall have supervision of the entire institution, and it shall be his duty to see that the school buildings and grounds are kept in good material and hygienic condition, and whenever repairs or improvements are needed, to report the same to the Board of Education or the proper committee thereof, for its action thereon.

**SEC. 342. SUPERVISION OF TEACHERS.]** He shall be directly responsible to the Superintendent of Schools; shall carefully observe the teaching, discipline and general efficiency of all the teachers and instructors of the school; shall advise and direct any and all of them, as may be necessary, and shall promptly report them directly to the Superintendent of Schools, whenever any of them shall seem to him deficient in the discharge of their duties, and the Superintendent of Schools in turn shall promptly report such delinquencies to the Board of Education or the proper committee thereof, for action thereon.

**SEC. 343. SUPERVISION AND SUSPENSION OF EMPLOYEES.]** The Superintendent of the Parental School shall also supervise and direct the work of all other employes of the school, and shall promptly report them to the President of the Board of Education whenever any of them shall seem to him deficient in the discharge of their duties. The President, upon recommendation of the Superintendent of said school, may temporarily suspend such employe or employes, but shall report such suspension to the Board of Education at its next regular meeting for action thereon. The vacancy thus caused shall be filled for the time being by an authorized substitute. No suspended employe shall be entitled to compensation until re-instated by a majority vote of the entire Board of Education. The President, with the concurrence of the Superintendent of the Parental School, may grant any employe of the school a temporary



leave of absence, filling the vacancy for the time being with an authorized substitute.

**SEC. 344. REPORT SALARIES DUE TEACHERS.]** The Superintendent shall make monthly reports of salaries due teachers, family instructors and other employes of this school, as required by the general rules of the Board of Education.

**SEC. 345. RECORDS AND REPORTS.]** He shall require the teachers and family instructors of the school to keep such records as will enable him to show the attendance, scholarship and deportment of the pupils, embracing the date of each admission and the parole or discharge, the age and residence of the pupil, the name, nationality and occupation of guardians or parents, the whole number of pupils enrolled, and the average attendance. All this information, and any other data that may be necessary to a proper understanding of the work of said school, shall be embodied in an annual report by the Superintendent of said school to the Board of Education; and in addition to the above records, the Superintendent shall include in his annual report a complete financial statement of the expenses of the school, giving the cost per pupil, etc.

**ASSISTANT SUPERINTENDENT.**

**SEC. 346. RESIDENCE AND ATTENDANCE.]** There shall be an assistant superintendent of the Parental School, who shall be at the school daily from 9:00 A. M. to 5:00 P. M. He shall also be subject to the call of the Superintendent at any other time, and must live within reasonable distance, not more than two miles from the school.

**SEC. 347. QUALIFICATION.]** He must have had at least two years' experience in teaching, and also some experience in sociological work.

**SEC. 348. GENERAL DUTIES.]** He shall be under the direction of the Superintendent, shall assist him in any and all duties, shall act in his place during the absence of the Superintendent, and at such times shall be governed by the same rules.

**SEC. 349. GENERAL RULES APPLY TO.]** The employment, payment and duties of the regular grade teachers in the Parental School shall be regulated by the rules applying in the case of the teachers in the public schools of the city. Special teachers, viz., teachers of manual training, drawing, domestic science, horticulture, gymnastics and military tactics, shall be selected by a special examination covering the subjects which they must teach, and,

upon election by the Board of Education shall be granted a special certificate as teachers in the Parental School.

**SEC. 350. LEAVES OF ABSENCE AND SUSPENSION.]** Leave of absence may be granted, vacancies may be filled, and teachers or instructors in this school may be suspended by the Superintendent of Schools, with the concurrence of the Superintendent of the Parental School, in accordance with the rules of the Board.

**SEC. 351. VACATIONS.]** All teachers, family instructors and assistant instructors, and other employes of the school, shall be granted an annual vacation of two weeks without loss of salary.

**FAMILY INSTRUCTORS AND ASSISTANTS.**

**SEC. 352. APPOINTMENT.]** Family instructors and their assistants shall be selected by a special examination given under the direction of the Superintendent of the Parental School, and, upon election by the Board of Education, shall be granted special certificates.

**SEC. 353. TO HAVE CHARGE OF THE "FAMILIES".]** These instructors and assistant instructors shall be placed over the "families", and shall have charge of the children whenever they are not in charge of some of the other teachers or officials of the school.

**SEC. 354. GENERAL DUTIES.]** They shall live in the cottages with the children, and shall give instruction in manners and morals, by precept and example, shall supervise and direct the reading and conduct of pupils in the cottages and elsewhere, and shall administer all discipline, under the direction of the Superintendent.

**SEC. 355. WEEKLY VACATIONS.]** Family instructors and assistant instructors shall be allowed one day's vacation (9:00 A. M. to 5:00 P. M.) each week.

**PHYSICIAN IN CHARGE.**

**SEC. 356. GENERAL DUTIES.]** A physician of good standing shall be employed to visit the Parental School regularly. He shall give each child, when committed to and discharged from the school, a thorough physical and medical examination, shall carefully observe the health of all the pupils, shall render prompt medical assistance whenever it is needed, shall isolate all cases of infectious or contagious diseases, and shall supervise the general sanitary condition of the school, and be subject to emergency call.



**COMMITMENT, PAROLE AND DISCHARGE**

**SEC. 357. COMMITMENT UNDER PARENTAL SCHOOL LAW.]** The commitment of all children to this school shall be regulated by Sections five and six of the Parental School Law (Laws of Illinois, 1899, p. 347).

**SEC. 358. PHYSICAL EXAMINATION AND RECORDS.]** All children shall be subjected to a thorough physical and medical examination upon their entrance into and discharge from the school, the blanks used in the child's study department being used for that purpose, and in addition, the following blanks shall be filled out by the examining physician, viz.:

Name ..... Date .....  
 Age ..... Nationality..... Sex.....  
 Eyes, color..... Shape..... Pupillary react to light..  
 Accom.....  
 Vision, R.....L..... Astigmatism, R.....L.....  
 Dyschromatopsia ..... Conjunctive .....  
 Opthol. Exam..... Remarks.....  
 Nose: Adenoids. Turbinates. Septum.....  
 Mouth .....Teeth..... Gums..... Tongue.....  
 Throat: Palate..... Tonsils..... Uvula.....  
 Ears: Tympani..... Hearing, R.....L.....  
 Height on admission.....Height on discharge.....  
 Weight on admission.....Weight on discharge.....  
 Muscular development .....  
 Chest: Shape..... Expans..... Contract.....  
 Abdomen: Shape..... Tense..... Relaxed.....  
 Lungs: Ausc..... Percuss..... Resp, move..... No..  
 Heart: Position..... Size..... Action..... Valves.....  
 Liver: Spleen..... Kidneys..... Rectum.....  
 Bladder ..... Urine.....Genitalia.....  
 Hernia ..... Spine.....  
 Previous diseases .....  
 Previous injuries .....  
 Vaccinated, when last .....  
 Present physical condition.....  
 Body eruptions .....  
 Body scars .....L.....  
 Family history .....  
 While in Institution .....  
 Disease .....  
 Date of inception.....  
 Date of convalescence.....

**SEC. 359. TEMPORARY LEAVES OF ABSENCE.]** The Superintendent of the Parental School may grant to any pupil thereof a temporary leave of absence, revocable at the pleasure of said Superintendent.

- I. Whenever said child is ill and it appears to be for the welfare of said child or of the school that he be cared for elsewhere; or
- II. Whenever there is serious illness or death in the family of said child.

**SEC. 360. RELEASE ON PAROLE.]** No child shall be released from said school upon parole in less than four weeks from the time of his or her commitment, nor thereafter, until the Superintendent of the Parental School shall have become satisfied from the conduct of said child that if paroled he or she will attend

regularly the public or private school to which he or she may be sent. (Parental School Law, Sec. 8.)

**SEC. 361. PRINCIPALS TO REPORT ON PAROLED CHILDREN.]** It shall be the duty of the principals of schools to which paroled children are sent, to furnish the Superintendent of the Parental School reports on the first and fifteenth of each month, of the attendance and conduct of said children. (Parental School Law, Sec. 9.)

**SEC. 362. VIOLATION OF PAROLE.]** If any paroled child shall violate the conditions of his or her parole within one year after being paroled, the Superintendent of the Parental School shall notify the Superintendent of the Compulsory Education department, and said Superintendent of Compulsory Education shall instruct the truant officers to return said child to the Parental School, and said truant shall be kept there as long as required by the Parental School Law. (Sec. 10.)

**SEC. 363. INCORRIGIBLES TO BE REPORTED.]** If any child in said parental school shall prove to be incorrigible, or his or her influence in the school proves to be detrimental to the interests of the other pupils, the Superintendent of said school shall report such pupil to the General Superintendent of Schools, and he shall report said child to the Board of Education, and he or she shall be handed over to the Juvenile Court of Cook County, to be committed to some juvenile reformatory as provided by the Parental School Law.

**SEC. 364. DISCHARGE FROM PARENTAL SCHOOL.]** If the conduct of a paroled child as a pupil is satisfactory for a period of one year from the date of parole, said child shall be finally discharged from the Parental School, and shall not be recommitted thereto, except upon petition, as provided by law.

**SEC. 365. ESCAPE AND RECAPTURE.]** If any child escapes from the Parental School, the Superintendent of said school shall notify the police department of the city, the sheriff of the County, the Superintendent of Compulsory Education, and the parents or guardians of the child. It shall be the duty of the Superintendent of Compulsory Education and truant officers to diligently co-operate with the police authorities and Superintendent of Parental School, in the recapture and recommitment of said child to the Parental School. All cost involved in such arrest and recommitment shall be paid out of the fund especially set apart for this purpose.

**MAINTENANCE OF PUPILS.**

**SEC. 366. BOARD, LODGING AND CLOTHES.]** The Board of Education will provide board and lodging for the children in the Parental School, according to the requirements of the Parental School Law, but the parents or guardians of children committed to this school are required by law to furnish them with "suitable clothing upon their entry to the school, and from time to time thereafter as may be needed, upon notice from the Superintendent or other proper officer of the school." As the military system will be used in this school, the clothes of the boys shall consist of a gray uniform, such as is commonly used in military schools. In case any parent or guardian shall refuse or neglect to furnish such clothing, the same will be provided by the Board of Education, and the parent or guardian of said child shall be required, as provided by law, to pay for such clothing, with ten per cent additional thereto.

**SEC. 367. BOOKS AND MATERIALS.]** The Board of Education will furnish the children in this school with the necessary books and other articles used in the classes to which they belong, such books remaining the property of the Board of Education.

**DISCIPLINE.**

**SEC. 368. CLASSIFICATION IN DIVISIONS.]** All pupils shall be classified into three divisions, numbered 1, 2 and 3 respectively, their position in each division being dependent upon their standing in class work and general deportment.

**SEC. 369. METHODS OF PUNISHMENT.]** The military system shall be used in this school. No corporal punishment shall be practiced, but the penalties inflicted shall consist of:

- (a) Deprivation of privileges;
- (b) The assignment of extra duty;
- (c) Solitary confinement in a well-lighted and well-ventilated room, on a bread and milk diet, such confinement not to exceed 24 hours without intermission.

**SEC. 370. COMPLAINTS TO SUPERINTENDENT.]** If a pupil wishes to speak to the Superintendent of said school on any subject, whether for the purpose of making a complaint, or for any other purpose, said pupil shall ask the teacher or officer in whose charge he or she may be for permission to do so, and such permission shall be granted. Frivolous or captious complaints will be punished, but

just complaints will receive proper attention from the Superintendent of the school, and fair treatment will be given the pupil.

**SEC. 371. GENERAL RULES OF CONDUCT.]** (1) Pupils must obey unhesitatingly all orders of the officers and teachers of the school.

(2) They must be polite and courteous to each other and to officers and teachers, and must observe good manners everywhere and under all circumstances.

(3) They must not use profane language.

(5) They must not use tobacco in any form, or have it in their possession.

(6) They must be diligent in their work in the class room and elsewhere.

(7) They must not waste food, nor materials, or injure their clothing, tools, books or any other property.

(8) All immoral acts or conversation are strictly forbidden.

(9) Pupils must not go beyond the limits of the school grounds without the written permission of a teacher or officer.

Any violation of the rules and regulations of the school shall be punished by deprivation of privileges, assignment of extra duty, or solitary confinement, as the Superintendent of the school may determine, upon report of the "family" instructor.

**GOVERNMENT AND TEACHING.**

**SEC. 372. ORDER OF DAILY EXERCISES.]** The following shall be the order of daily exercises, namely:

Reveille—6 A. M., May 1st to October 1st; 6:30 A. M., October 1st to May 1st.

Breakfast—6:30 A. M., May 1st to October 1st; 7 A. M., October 1st to May 1st.

7 to 9 A. M., outdoor work and recreation.

School—9 A. M. to 12 M., and 1:30 to 4 P. M., Saturdays excepted. Saturdays shall be devoted to outdoor work and recreation.

Dinner and recess—12 M. to 1:30 P. M.

Gymnastics and military drill—4 to 5:45 P. M.

Supper—6 P. M.

Reading and games—7 to 8:45 P. M.

Taps—8:45 P. M.

Lights out—9 P. M.

From May 1st to October 1st, only half-day sessions of school shall be held in the school room, but the pupils shall be required to work during the remainder of the day in the garden and elsewhere, under the direction of the teachers and officers of the school.

**SEC. 373. GENERAL COURSE OF STUDY.]** The course of study in this school shall conform in a general way to the regular course of study used in the public schools of the city, but it may be varied in such directions as in the judgment of the Superintendent of said school may seem necessary to the accomplishment of the object of the school, viz.: the correction of the truant habit or tendency. In particular, physical culture, military discipline, horticulture and manual training shall be emphasized.

**SEC. 374. UNGRADED ROOM.]** An ungraded room shall be set apart in this school for children not prepared to take their place in the regular grades.

**SEC. 375. CURRICULUM IN FIRST, SECOND AND THIRD GRADES.]** The following subjects shall be taught in the 1st, 2nd and 3rd grades, viz.:

- (1) English,
- (2) Number Work,
- (3) Construction Work,
- (4) Writing,
- (5) Elements of Horticulture and Nature Study,
- (6) Drawing,
- (7) Physical Culture,
- (8) Military Drill,
- (9) Singing,
- (10) Physiology.

**SEC. 376. CURRICULUM IN FOURTH, FIFTH AND SIXTH GRADES.]** The following subjects shall be taught in the fourth, fifth and sixth grades, viz.:

- (1) English,
- (2) Number Work,
- (3) Construction Work,
- (4) Writing,
- (5) Elements of Horticulture and Nature Study,
- (6) Geography,
- (7) Drawing,
- (8) United States History,
- (9) Physical Culture,
- (10) Military Drill,
- (11) Music,
- (12) Physiology.

**SEC. 377. PHYSICAL CULTURE.]** Special emphasis shall be laid on the physical development of the children in this school, and to this end the gymnastic work, military drill, construction work, and outdoor work (in the garden, etc.), should occupy a large place in the curriculum, care being taken, of course, not to overtax the children's strength.

**SEC. 378. RELIGIOUS INSTRUCTION.]** In accordance with the Parental School Law, "no religious instruction shall be given in this school," by teachers in the class room, but the Superintendent shall so arrange that the children may receive religious instruction, "in accordance with the belief of their parents, on Sundays, in the General Assembly Room, or other suitable rooms in the school building."

#### **DEPARTMENT SCIENTIFIC PEDAGOGY AND CHILD STUDY.**

**SEC. 379. ESTABLISHMENT OF.]** There shall be a department of child study and pedagogic investigation, consisting of a director and such assistants as may be from time to time appointed to make such psycho-physical and allied investigations having a pedagogic bearing as may be suggested by the director and approved by the Superintendent of Schools and the Committee on School Management, to direct the examination of the eyes and ears of pupils in schools, and also to give such instruction to the principals and the teachers in the schools as may be directed by the Superintendent of Schools and the Committee on School Management.

**SEC. 380. QUALIFICATIONS OF DIRECTORS.]** The director shall hold a principal's certificate, and be an expert in the methods of physiological-psychology.

**SEC. 381. QUALIFICATIONS OF ASSISTANTS.]** Assistants must hold an elementary teacher's certificate, and pass an additional examination on methods employed in the laboratories of physiological-psychology. Instead of these certificates a special certificate covering the same grounds may be issued by the Board, on examination of the candidates.

#### **LIBRARIES.**

**SEC. 382. SCHOOL LIBRARY.]** The libraries shall be opened at regular times to pupils entitled to draw books therefrom, and shall be under the charge of the principals of the schools to which such libraries belong, subject to the direction of the Board. A complete record of all books belonging to such school libraries shall be made and kept by the principal, in books to be provided by the Board. No book or periodical shall be purchased or added to any school library without the sanction or approval of the Committee on School Management and of the Superintendent.

**SEC. 383. CHICAGO PUBLIC LIBRARY.]** Books for the use of the pupils attending the public schools, and of the teachers employed



therein, may be drawn from the Chicago Public Library, subject to the following regulations, to-wit:

The Public Library will issue all books in the circulating department, so far as it has the books to issue without crippling its capacity to meet the regular and usual demand of its book borrowers, for the use of the public schools, as follows:

(1st) On the certificates of principals of high, grammar or primary schools of the city, that certain books described by their titles and shelf marks are needed by the teachers or pupils under their charge for the study of any subject, in the needs of the schools, the said books will be issued to such principals.

(2nd) The principals obtaining them shall issue the books to the pupils and teachers of their several schools, under the same regulations as are prescribed by the library for the issue of books, and the Board of Education shall provide the necessary blanks for the purpose.

(3rd) The books thus issued to the principals may be retained for one month, and if not returned by that time, or if lost, or returned in a damaged condition, the principals obtaining them shall be subject to the same fines and

penalties as are assessed by the rules of the library for the retention, damage or loss of books by their borrowers.

(4th) Before receiving books under this arrangement, principals shall sign an agreement to become personally liable to the Public Library for all fines, damages or losses incurred on all books issued to them, losses by fire, burglaries or other causes over which they have no control being excepted. Such agreement, and the proper usage of all books, and their return, shall be considered as guaranteed by the Board of Education. Principals will, as occasion may require, request from parents and guardians guaranties, to hold the Board harmless in respect of any loss or injury to books delivered to their respective children or wards. Guaranty blanks, similar to those commonly used by the Public Library, shall be furnished the teachers, to be signed and returned by the parents or guardians of pupils. No books from the Public Library shall be furnished to any pupil, until the principal has received the proper guaranty relative to such pupil, signed by the parent or guardian, or by some other suitable person. Books will be conveyed between the Public Library and the respective school buildings at the expense of the Board.

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